



## **Development Officer, Corporate and Foundation Partnerships**

**Organizational Overview:** Newark Public Radio, WBGO Jazz 88.3FM, an affiliate of NPR, is a publicly-supported, cultural institution that champions jazz and presents blues, R&B, and award-winning news to a local and worldwide audience of 400,000 people through radio, the Internet, mobile apps, and events. Within public radio, WBGO is regarded as a leader for its ground-breaking work in the presentation of jazz as well as its community and volunteer involvement, special events, and collaboration with local, national, and international artists. It is the most listened to NPR jazz station in the country, and the New Jersey State Council on the Arts has named WBGO a “Major Impact Arts Organization” for over 20 consecutive years.

In 2017, WBGO launched a new strategic plan to increase visibility as the main provider of jazz programming and editorial coverage to NPR, giving it an even larger footprint with a global audience. WBGO employs more than 52 full and part-time staff at the station. Operating as a 501(c) 3 organization, WBGO is funded by more than 17,000 members each year, and by a combination of corporate, foundation, and governmental grants. The organization is governed by a Board of Trustees.

Through its history, strong listener affiliation, quality, unique positioning and global and local presences, WBGO has positioned itself for a true fundraising breakthrough. The **Development Officer, Corporate and Foundation Partnerships** will be a contributor and leader of this breakthrough.

**Role Summary:** WBGO seeks a dynamic, creative and proven fundraiser who will cultivate meaningful partnerships with cultural, philanthropic, and corporate organizations to further the mission of WBGO. The **Development Officer, Corporate and Foundation Partnerships** solicits financial support from institutional partners, foundations, and corporations with a Corporate Social Responsibility mission as well as government sources. Under the supervision of the Vice President of Development, The **Development Officer, Corporate and Foundation Partnerships** is part of a skilled team that pursues funding for support of WBGO priorities and initiatives with an emphasis on new donors and multi-year grants.

### **Responsibilities:**

- Devises plan to raise corporate and foundation financial support.
- Directs and facilitates institutional donor involvement including discovery, cultivation, ask /close and stewardship.
- Build and manage a portfolio of corporate and foundation grants.
- Establishes and fosters long-term partnerships and strengthens existing relationships with corporate and foundation funders.
- Designs fundraising strategies and determines appropriate steps for cultivation and solicitation.
- Researches, identifies and cultivates new sources of funding and opportunities for partnership.
- Gathers information and prepares or oversees the drafting of proposals, correspondence and other accompanying materials, including budgets.
- Assists with and oversees gathering information and writing interim and final reports on deadline to funding sources and other constituencies, including submission of financial reports.
- Works collaboratively with other Development staff by sharing materials in order to improve the quality of the department’s materials, achieve revenue goals, and meet deadlines.

- Initiates opportunities for Executive staff and board to interact with corporate/foundation prospects and participates in project development discussions with staff from other departments.
- Coordinates site visits and meetings, and prepares briefings with foundation and corporate representatives.
- Develops a thorough knowledge of community programs and digital/on-air program offerings and initiatives at WBGO.
- Monitors institutional and corporate philanthropic trends within the nonprofit community.
- Performs other duties as assigned.

**Qualifications:**

- **Education:** Bachelor's degree

**Required Skills:**

- Minimum Four years of corporate and foundation relation building in a non-for profit setting.
- Demonstrated fundraising success of grants over \$25,000 and experience with multiyear grants.
- Must have excellent writing and editing skills, preferably in the area of fund development and/or grant writing.
- Proven ability to strategically and effectively initiate and build relationships and partnerships with corporations and foundations via telephone, electronically and in-person.
- Organizational ability to produce and maintain a grants calendar and meet required deadlines for proposals and reports.
- Must possess good judgment and exercise diplomacy in dealing with a variety of constituents.
- Must have excellent organizational skills with the ability to prioritize work appropriately and adapt easily to changing priorities. Able to apply strategic and creative thinking, while being persistent, motivated and energetic, along with the ability to work in detail-oriented fashion.
- Ability to work evenings and weekends.
- A knowledge or love of jazz and public radio is preferred.

**Application instructions:** Please submit your resume, cover letter and salary requirements along with a writing sample. This writing sample can include a proposal to a major donor, grant with cover letter, or some similar document, and a fundraising report. Applications may be submitted to [airizarri@wbgo.org](mailto:airizarri@wbgo.org).

*WBGO, Jazz 88.3 FM provides Equal Employment Opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.*