



## Development Assistant at Classical KING

**Classical KING FM 98.1** is the public classical station serving Seattle and the Puget Sound Region. Classical KING is leveraging the tremendous resources in the region to chart a new course for the station and classical radio. The station is an integral part of the region's vibrant arts community and connects with non-profit classical stations throughout the country. A few years ago, Classical KING adopted a new strategic framework that calls for diversification of the audience, staff, and board. Our goal is for the demographics of the station to mirror the demographics of the community. We have an ambitious development plan to support our strategic framework and the station's 24/7 commitment to deliver curated and barrier-free classical music programming. You can find us on-air at 98.1 on the FM dial and you can stream us on your device or through our website at [ClassicalKing.org](http://ClassicalKing.org). Our offices/studios are in the Opera Building on the Seattle Center Campus. This is an in-person position with the opportunity for occasional remote work.

KING FM is looking for a **Development Assistant** to join our seven-person development team. Successful candidates will have at least two years of administrative experience and a strong interest in supporting non-profit organizations through fundraising. This position is ideal for someone who wants to learn more about broad-based fundraising/membership development and public media (public radio and television).

We are looking for someone who is communicative, collaborative, organized, and interested in learning about broad-based fundraising and communications. The position will report to the Director of Membership and Individual Giving.

### Minimum Qualifications:

- Two years of administrative experience, for example data entry, correspondence, calendaring, event planning, project management, and customer service.
- Excellent organizational skills.
- Excellent verbal and written communication skills.
- Proficiency in Microsoft Office Suite including Word, Excel, PowerPoint, and Outlook
- A bachelor's degree or equivalent education/experience.

### Preferred Qualifications:

- Previous work in fundraising.
- Copywriting and editing skills.
- Experience with social media.
- Experience working with CRMs.
- Basic design skills.



## **Responsibilities**

- Coordinate donor communications and gift acknowledgments.
- Help maintain a calendar for fund drives, direct mail appeals, donor events, board meetings.
- Assist with gift processing and donor record upkeep.
- Support in-person and on-line donor events.
- Provide back-up coverage of member phoneline.
- Help monitor member email inbox and assist with responses.
- Other duties as assigned.

## **Other Details:**

Salary Range: \$50,000 - \$55,000

We offer benefits including medical, vision and dental coverage, Life, STD and LTD, paid vacation and sick time and 401K.

Position open until fulfilled

**To Apply:** Please submit a cover letter highlighting your relevant qualifications and a resume. Submit materials either through email [hr@king.org](mailto:hr@king.org) or mail to Classical KING 363 Mercer Street, Suite 200, Seattle, WA 98109.

**Classical KING FM** is working actively to diversify its programming, its staff, and its board. We welcome all candidates with a commitment to these goals. Our statement describing our commitment to diversity, access, equity, and inclusion can be found here:

<https://www.king.org/about/>