

Development and Communications Director

Posted 3/21/2022 and open until filled

Status: Full-time, exempt.

Reports to: KKFI Executive Committee

Location: 3901 Main Street, Suite 203, Kansas City, MO 64110; partial remote work supported

Manages: Underwriting Contractors

Oversees: Community Advisory Board, Volunteer Communications & Development Team

This position may be required to supervise staff, consultants, and volunteers who work on fundraising and giving programs.

About KKFI

KKFI is the Kansas City area's independent, noncommercial community radio station. We seek to stimulate, educate and entertain our audience, to reflect the diversity of the local and world community, and to provide a channel for individuals and groups, issues and music that have been overlooked, suppressed or under-represented by other media. The Development and Communications Director must believe in and adhere to the mission and core values of KKFI.

The Development and Communications Director

The Development and Communications Director will grow revenue to support the mission of our organization, while telling our story in ways that are compelling to our donors, funders, and stakeholders. This position is a key part of the organization's leadership team, working with staff and the board.

The Development and Communications Director will be responsible for executing or supporting several areas of the refreshed strategic plan soon to be drafted for 2023-2026. Depending on timing, there may be some opportunity to help shape the plan.

OUTCOMES

These are the primary outcomes we are looking for our next Development and Communications Director to lead us to achieve.

1. Strategically grow unrestricted revenue

- Increase Pledge Drive revenue through acquiring new supporters and growing revenue from existing supporters. Pledge Drives are currently held three times a year.)
- Increase corporate giving (donations, sponsorships, etc.)
- Work with KKFI Board and staff to understand funding needs

2. Pursue new funding opportunities

- Develop local foundation support for our mission

- Develop revenue from local, regional, and national funders to support existing programming or new projects
- Develop new revenue sources such as a donor-advised fund.

3. Increase existing funding sources through strategic stewardship

- Prepare and execute against an annual Fundraising Development Plan
- Maintain and deepen relationships with current funders, board members, major donors, in-kind donation providers, etc.
- Build participation in planned giving program, corporate matching programs, and major gifts/directed funds
- Oversee the donor lifecycle (cultivation, attainment, retention)
- Manage tracking and fulfillment of grant and sponsor deliverables and reporting
- Develop benchmarks to build capacity to evaluate the success and value of initiatives and tactics
- Coordinate and guide an all-volunteer Communications and Development Committee that can support C&D Director's objectives, coordinating closely with Committee Chair

4. Lead strategic communications in support of our mission

- Help develop compelling stories that resonate with volunteers, donors, funders, partners, and other stakeholders
- Establish and direct volunteer team/committee charged with developing and executing a social media strategy that supports fundraising and KKFI Mission objectives
- Maintain and enhance existing partnerships with other nonprofits
- Evaluate our current brand for any needs or opportunities to refresh it
- Cultivate relationships with the news media and serve as spokesperson for the organization.
- Manage online giving section of KKFI's website
- Prepare Annual Report

5. Lead strategic special events to support mission and revenue

- Develop an event portfolio aligned with mission delivery and revenue needs
- Manage semi-annual signature Band Auctions, donor appreciation events, etc
- Lead corporate sponsorship efforts for Pledge Drives and major events

6. Other

- Provide annual budget recommendations within area of responsibilities
 - Monitor compliance with all legal, regulatory and contractual matters affecting the station (laws, contracts, regulations, codes, IRS requirements, etc.) as pertaining to fundraising
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COMPETENCIES

These are some of the primary competencies needed to be successful in this role and our organization.

- Persuasion – able to convince others that our mission is important and worthy of support
- Collaboration – works across teams and partners to solve problems. Is skilled at managing up and across
- Enthusiasm – has passion and excitement for the mission and the work
- Thinks strategically – understands what to do and why to do it, not just how to do it.
- Persistence – has tenacity and understands how supporting our mission is a long game where the rewards are often in the future
- Organization – able to work independently with multiple programs and projects, maintaining detailed records and providing accurate and timely reports
- Adaptability – able to nimbly and flexibly go with the flow when situations change and new opportunities arise
- Creativity – ability to conceive of new tactics and approaches
- Communication – clear communication to variety of stakeholders, tailoring the message to suit the audience and the objective of the conversation
- Self-motivation – ability to take initiative, prioritize and implement projects without constant supervision
- Connects with people – donors, Board, volunteers, the KC community – the C&D Director is a visible member of the KKFI staff and radio station generally

TECHNOLOGY

This position will utilize a number of tools. Prior experience is desirable, but not required if you can demonstrate competence in learning new tools quickly. These include but are not limited to: Salesforce, Click&Pledge Payment Processor, Slack, Zoom, WordPress, Calendly, Adobe Creative Suite or Canva, Constant Contact, Microsoft Office Suite, Google Suite, Airtable

QUALIFICATIONS

These are the qualifications that we think will be needed for this job. We are welcoming of diverse life experiences and alternative qualifications and credentials when explained in your cover letter.

- 5-plus years experience in a senior nonprofit fundraising role, or equivalent experience in another sector
 - Strong experience with corporate fundraising, direct appeals, sponsorships, social media
 - Strong verbal and written skills, ability to effectively track and juggle multiple priorities
 - Experience with donor cultivation/stewardship
 - Board relationships and development
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COMPENSATION AND BENEFITS

- Salary range \$50,000-\$70,000
 - Additional partial health insurance premium reimbursement
 - Competitive paid time off
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ORGANIZATION MISSION AND CULTURE

KKFI is the Kansas City area's independent, noncommercial community radio station. We seek to stimulate, educate and entertain our audience, to reflect the diversity of the local and world community, and to provide a channel for individuals and groups, issues and music that have been overlooked, suppressed or under-represented by other media.

Non-profit, non-commercial, community radio is both a special and sometimes challenging setting in which to work. KKFI must utilize the time and energy of a high number of volunteers to accomplish its goals and to carry out its responsibilities. The station's environment is dynamic and fluid with many different demands that can change often throughout the week and the workday.

KKFI's staff and volunteers are passionate and hard-working advocates of KKFI and its mission. You will work hard, have fun, and make an impact on the community.

Diversity, Equity, Inclusion, and Belonging

In keeping with our mission, KKFI is committed to diversity in programming, staffing and discourse and seeks to create a climate of mutual respect and collaboration among volunteers and staff. KKFI strives for adherence to the best practices in diversity, equity and inclusion.

Pandemic Workplace Situation

KKFI's top priority during the Coronavirus pandemic is to maintain a clean and safe environment in the face of a virus that continues to evolve and put people at risk. KKFI opened the station to non-essential personnel on February 28, 2022. Meetings may be held in person or virtually. Remote work is supported. Should you be at the station at any time and someone feels uncomfortable engaging with you without a mask and/or social distancing AND requests that you use a mask while interacting with them, please honor their request.

HOW TO APPLY

Please email a cover letter with references and resume to employment@kkfi.org.