



**Position Announcement  
Development Associate**

KTOO Public Media seeks a dynamic, community minded fundraiser to join our development team in Juneau, Alaska. The right candidate is excited about public media, building relationships with KTOO donors, is a strong writer and all-around team player.

The Development Associate will be responsible for supporting KTOO fundraising efforts to sustain our mission of delivering high quality public media programming to Juneau and beyond. This position plays a vital role in building and maintaining relationships with donors, members, and sponsors while supporting the overall development strategy.

The Development Associate reports to the President and General Manager at KTOO and plays a pivotal role in advancing the work of our fundraising team. If you're excited about providing your community with trusted news, building connection through music and the arts, promoting civic participation, and embracing diverse viewpoints and cultures, you're invited to apply!

Even if your background doesn't match the job description 100%, we encourage you to apply if you have transferable skills and are eager to learn. There is room for growth in this position.

**Essential Duties:**

- Coordinate member communications and stewardship activities ensuring donors feel connected to our mission.
- Execute direct mail and email campaigns including strategies, design, copy, segmentation and results tracking.
- Coordinate with external consultant on acquisition mailings.
- Assist with online and social media giving campaigns.
- Collaborate closely with the General Manager of KTOO Music and Arts to plan and execute on-air membership campaigns.
- Provide support to the Community Sponsorship Manager which may involve preparing proposals, tracking agreements, ensuring sponsorship obligations, and maintaining sponsor communications.
- Assist with special events from logistics to donor cultivation.
- Respond to member inquiries with professionalism and direct service orientation.
- Collaborate with KTOO management and fundraising team to prepare reports on fundraising metrics and donor trends.

**Training, Skills, Knowledge and/or Experience: (R) if required or (P) if preferred:**

- Understanding of the mission of public media organizations, and the capability to articulate the mission to community partners and donors. (R)
- Strong written and oral communication skills (R)

- Strong fundraising and donor management acumen, with an understanding of donor-centric communications and the ability to tailor messages to different audiences (P)
- Ability to work respectfully and collaboratively with KTOO staff along with external community partners (R)
- Excellent organizational and time management and teamwork skills (R)

This position reports to the President and General Manager of KTOO Public Media.

KTOO is committed to building a diverse staff and strongly encourages women and non-binary candidates; Alaska Native, Indigenous and people of color; people with disabilities and those with diverse economic and educational backgrounds to apply.

KTOO is honored to do our work on the homelands of the Lingít people, specifically, the Áak'w Kwáan. We are a highly visible public media organization with a strong commitment to local, regional and statewide program production. We operate three public radio stations in Juneau (KTOO, KRNN and KXLL), a regional public television station (KTOO-TV), a statewide public affairs television channel (KTOO 360TV) and an online news service ([www.ktoo.org](http://www.ktoo.org)).

**Annual Salary:** \$59,425 - \$62,310

**Benefits:**

- Health insurance (90% for employee, 75% for dependents)
- 403(b) tax-sheltered annuity retirement plan (KTOO contributes 4% of your salary annually) after year 1
- Life insurance
- Employee Assistance Program (available to all employees and their family members)
- Annual leave (15 days by the end of year 1)
- Medical leave (12 days by the end of year 1)
- Bereavement leave (5 days)
- Paid parental leave (20 weeks at full compensation)
- 11 paid holidays + 6 “floating holidays” of your choice
- Time off to vote
- Indigenous language classes

**Questions:** Contact Justin Shoman at KTOO, 907.463.6405.

**Deadline:** Open until filled with an initial screening of applicants on 2/16/2025. Interested applicants are encouraged to apply as soon as possible.

**To apply:** online at <https://www.ktoo.org/job-opportunities/apply-online/>

*KTOO is an Equal Opportunity Employer.*