



Bois Forte Band of Chippewa

5344 Lakeshore Drive ▪ Nett Lake MN, 55772 ▪ 218-757-3261/1-800-221-8129

DEVELOPMENT COORDINATOR

Position Description

Opens: November 6, 2020 Closes: November 13, 2020			
Department:	Education	Reports to (title):	Radio Station General Manager
Job Code:	N-8	Job Location:	Bois Forte Tribal Government - Nett Lake, MN
Pay Range:	Min:\$13.35 Mid:\$16.685 Max:\$20.02	Supervises:	None
Hours/week:	40	Classification:	Non-exempt
Type of Position:	Full-Time	Effective Date:	01/01/2016
		Revised Date:	10/08/2018

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Bois Forte Band of Chippewa are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the tribal government (may also be referred to as “Band”).
- Interact in an honest, trustworthy, and respectful manner with employees, community, visitors, and vendors.
- Comply with Bois Forte Band of Chippewa policies and procedures.
- Maintain a current insurable driver’s license.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

POSITION PURPOSE

The Development Coordinator is responsible for developing and implementing strategies for cultivating business underwriting support for Bois Forte Tribal Community Radio. The incumbent must identify and develop relationships with organizations and businesses supportive of KBFT’s mission and programming, and participate in the station’s membership drive planning team.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Participates on KBFT’s membership drive planning team.
2. Coordinates KBFT’s overall development strategies to grow revenues in support of its mission.
3. Designs and oversees on-air fundraising campaigns and other special events of all kinds.
4. Coordinates underwriting support to ensure that the solicitation of support from the business community (in the form of underwriting, business memberships, etc.) is coordinated with other development efforts.
5. Coordinates the advertising of events through the use of on-air carts, writing press releases, designing posters and whatever else may be necessary to ensure that the public is aware of an upcoming event.
6. Obtains premiums and giveaway items for on-air fundraising efforts and mails them to the recipients.
7. Develops and implements strategies to build audience, membership, public image, and community relations. This will include participation in community outreach presentations, community events, program guide, web page development and social media outlets.
8. Designs methods for measuring success for all events, both qualitatively and quantitatively.
9. Ensures accuracy in data entry for station underwriting messages, schedules, invoices and monthly billing.

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10. Manages day-to-day underwriting traffic; maintains the database of account records; enters contracts and schedules underwriting announcements; ensures accurate, legal, and readable copy in air studio; produces and routes all necessary documents including contracts, confirmations, acknowledgements, renewal notices, affidavits, etc.
11. Compiles and prints management reports; tracks contract fulfillment.
12. Leads and coordinates sales activity; develops and maintains relationships with existing and potential underwriters; recruits, services, and maximizes the potential of house accounts; provides up-to-date sales collateral.
13. Creates underwriting offers for station events, live broadcasts, and special programming projects; oversees collections and ensures that station's credit policies are enforced; implements appropriate pricing based on market research.
14. Recommends strategies to ensure that sales targets are met.
15. Ensures compliance with all FCC Regulations and applicable laws.
16. Negotiates arrangements with local businesses and underwriters to secure traded or donated goods and services for use as drawings during on-air drives.
17. Proposes annual underwriting goals and budget in coordination with General Manager.
18. Maintains office files and databases, rate structures, inventory availabilities.
19. Collaborates with management and drive planning team to conceptualize drive themes and identify community partners; identifies and recruits community representatives to pitch during on-air drives.
20. Researches and writes grant applications in collaboration with the General Manager.
21. Designs and works with the General Manager to implement large gift and other programs to encourage larger, personal, foundation, or corporate gifts; capital campaigns and endowments.
22. Provides assistance on other projects as assigned by the General Manager.

MINIMUM MANDATORY QUALIFICATIONS

Experience:	<ul style="list-style-type: none">• Two years of experience in Marketing, Business Development or other relevant field
Education:	<ul style="list-style-type: none">• Associate of Arts Degree
License/Certification:	<ul style="list-style-type: none">• None
Mandatory Knowledge, Skills, Abilities and Other Qualifications:	<ul style="list-style-type: none">• Knowledge of financial analysis and budget preparation.• Good writing skills and the ability to prepare news releases for the media, or information leaflets, new forms, etc.• Social media skills.• Ability to develop positive and creative relationships with other community and business groups.• Knowledge of special event planning, fundraising and income generation.• Working knowledge and skills of various computer programs related to fundraising and traffic.• Demonstrated knowledge of all standard Microsoft Office applications and office equipment.• Excellent oral and written communication skills and customer service skills.• Excellent public relations and organizational skills.• Able to work independently and establish work priorities.• Radio station production knowledge is helpful• Basic operation of a workstation (turning on/off, knowledge of basic functions and components) and general office equipment Use/storage/maintenance of multiple usernames and passwords. Computer-related problem-solving skills through the use of available trainings and help desk.

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- Knowledge of Microsoft Office Suite (Word, Excel, etc.), internet software and appropriate storage of electronic files.
- Ability to perform other duties as assigned.
- A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.

PREFERRED QUALIFICATIONS

- On-air and production experience

WORK ENVIRONMENT

- Work environment:** The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time.
- Physical demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, hear and perform repetitive motions. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with the community, visitors, employees, and vendors.
- Mental demands:** There are a number of deadlines associated with this position. The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

TRIBAL AND INDIAN PREFERENCE

The Bois Forte Band of Chippewa has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Bois Forte Band of Chippewa Tribe will be given primary preference in hiring and employment for this position. Members of other federally-recognized Indian tribes will be given secondary preference for hiring and employment after providing proof of tribal membership. Tribal and Indian preference is integrated into the interview and scoring process for candidates for job positions. .

OTHER

- Confidentiality:** All employees must uphold all principles of confidentiality to the fullest extent. This position may have access to sensitive information and a breach of these principles will be grounds for immediate termination.
- Background Investigation:** This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.
- Drug Screening:** All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing.

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PRE-EMPLOYMENT DRUG TESTING APPLIES. INDIAN PREFERENCE WILL APPLY. UPON PRESENTATION OF DD-214 WHICH REFLECTS HONORABLE DISCHARGE, APPLICANTS WILL RECEIVE VETERAN'S PREFERENCE POINTS. Please visit our website at www.boisforte.com to download an application. Applications are accepted via: Fax, Email, U.S. Mail, and In Person. Submit applications to: Human Resources Specialist 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-3312, hrgeneralist@boisforte-nsn.gov Applications received after the closing date will not be accepted.