



# Bois Forte Band of Chippewa

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

## DEVELOPMENT MANAGER

### Position Description

<b>Open: June 17, 2022</b>			
<b>Closes: June 27, 2022</b>			
<b>Department:</b>	Information Technology	<b>Reports to (title):</b>	Radio Station General Manager
<b>Job Code:</b>	E-13	<b>Job Location:</b>	Bois Forte Tribal Government - Nett Lake, MN
<b>Pay Range:</b>	Min: \$42,111.19 Mid: \$52,638.99 Max: \$63,166.79	<b>Supervises:</b>	None
<b>Hours/week:</b>	40	<b>Classification:</b>	Exempt
<b>Type of Position:</b>	Full-Time	<b>Effective Date:</b>	06/15/2022
		<b>Revised Date:</b>	06/15/2022

### 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 Manager is responsible for developing and implementing strategies to cultivating revenue streams through Business Underwriting, Member Donations, On-Air Fund drives and Grant Writing to support the mission of Bois Forte Tribal Community Radio. The incumbent plans and implements marketing programs and special events to maximize donor/prospect engagement with KBFT’s audience communities. The incumbent must identify and develop relationships with Strategic Partner Groups, Charitable Organizations and Businesses supportive of KBFT’s mission and programming. The incumbent organizes and leads the station’s membership drive planning team.

### ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Schedules, plans, organizes, and manages KBFT’s on-air membership drive planning team.
2. Coordinates KBFT’s overall development strategies to grow revenue streams in support of its mission and needs.
3. Designs and oversees on-air fundraising campaigns and other special events.
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.

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5. Coordinates the promotion of KBFT events with Digital Communications Coordinator through the use of on-air announcements, writing and releasing press releases, designing poster signage and other media channel postings necessary to ensure that the public is aware of an upcoming event.
6. Obtains premiums and promotional giveaway items to support on-air fundraising efforts and coordinates delivery 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 integration.
8. Designs methods for measuring success for all marketing activities and events, observing both qualitatively and quantitatively opportunities for comparative data against anticipated goals. Makes recommendations on improvements for future planning.
9. Leads and coordinates sales activity; develops and maintains relationships with existing and potential underwriters, sponsors and donors; recruits, services, and maximizes the potential of existing accounts.
10. Creates and maintains a supply of up-to-date sales collateral for promotional/sales/point of sale use.
11. Creates underwriting offers/opportunities for station events, calendar 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.
12. Recommends strategies to ensure that sales targets are met.
13. Negotiates arrangements with local businesses, tribal programs, and individuals to secure traded or donated goods, services for use as prizes during on-air fund drives or promotional event records value appropriately and maintains a yearly account for all in-kind goods and services.
14. Proposes annual underwriting goals and budget in coordination with General Manager.
15. 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.
16. Researches and writes grant applications in collaboration with the General Manager.
17. 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.
18. Research, implement, manage and evaluate donor management, development and fundraising initiatives, including underwriting efforts, on-air pledge drives, direct mail communications, major donor support, online donor drives and capital campaigns.
19. Develop, solicit, secure, manage and evaluate business relationships for the radio station to exceed fundraising, membership, and underwriting goals.
20. Ensures accuracy in data entry for station underwriting messages, schedules, invoices, monthly billing and reporting.
21. Manages day-to-day underwriting traffic; maintains the database of client account records; enters contracts and schedules underwriting announcements; ensures accurate, legal, and readable copy for recording or live reads on the air.
22. Manages the acquisition, sale, and fulfillment process and routes all necessary documents including contracts, confirmations, acknowledgements, renewal notices, affidavits, etc.
23. Compiles and prints management reports, tracks contract fulfillment.
24. Monitor media sponsorships and trade agreements.
25. Manage the trafficking of all client materials for Radio, and Internet Radio spots airing on various platforms (networks, terrestrial radio, streaming platforms, etc.)
26. Conduct a critical assessment of station Traffic procedures, in concert with Programming Coordinator, Digital-Communications Coordinator, and Tribal Accounting Staff.
27. Supervise workflow, create and delegate job assignments and assume final responsibility for quality control.
28. Manage traffic deadlines for broadcast and digital deliverables. Maintain these schedules and flight/live dates in cooperation with programming management, production, and outside media teams to ensure materials are delivered to stations and publications on time per media schedules.
29. Liaise with media agencies and agency account teams regarding change in flights, dates, station lists, materials needed, and format requirements.
30. Report traffic instructions to Tribal Accounting in order to generate accurate invoices in an accurate and timely manner.
31. Review and approve invoices.

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32. Multi-task on various campaigns and projects, remaining organized throughout and prioritizing tasks as needed.
33. Maintain knowledge of industry trends as they relate to ad ops/trafficking.
34. Manage all underwriting and sponsorship continuity processes, as well as workflows between underwriting delivery services.
35. Maintains office files and databases, rate structures, and an inventory all availabilities.
36. Write and draft proposals, media buys/trades, underwriting and PSA copy.
18. Ensures compliance with all FCC Regulations and applicable laws.
19. Source and manage a data backup system for all station related activity.
20. Provides assistance on other projects as assigned by the General Manager.

### MINIMUM MANDATORY QUALIFICATIONS

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| Experience:  | <ul style="list-style-type: none"><li>• Two years of experience in Marketing, Business Development or other relevant field</li></ul>  |
| Education:   | <ul style="list-style-type: none"><li>• Associate of Arts Degree</li></ul>  |
| License/Certification:   | <ul style="list-style-type: none"><li>• Must possess a valid driver's license, be insurable under the Band's RTC Automobile Policy, and be eligible to drive under any other motor vehicle use policies applicable to the position.</li></ul>   |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none"><li>• Knowledge of financial analysis and budget preparation.</li><li>• Good writing skills and the ability to prepare news releases for the media, or information leaflets, new forms, etc.</li><li>• Social media skills.</li><li>• Ability to develop positive and creative relationships with other community and business groups.</li><li>• Knowledge of special event planning, fundraising and income generation.</li><li>• Working knowledge and skills of various computer programs related to fundraising and traffic.</li><li>• Demonstrated knowledge of all standard Microsoft Office applications and office equipment.</li><li>• Excellent oral and written communication skills and customer service skills.</li><li>• Excellent public relations and organizational skills.</li><li>• Able to work independently and establish work priorities.</li><li>• Radio station production knowledge is helpful</li><li>• 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.</li><li>• Knowledge of Microsoft Office Suite (Word, Excel, etc.), internet software and appropriate storage of electronic files.</li><li>• Ability to perform other duties as assigned.</li><li>• A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.</li></ul> |

### PREFERRED QUALIFICATIONS

- On-air and production experience

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- Bachelor's Degree

### 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.
Vaccine Requirement:	The Bois Forte RTC adopted the COVID-19 Vaccination Requirement (Resolution No. 61-2022) which provides that COVID-19 vaccination is required for all employees of the Bois Forte Tribal Government and Band-owned businesses. That Requirement also applies to newly hired employees who must by their first date of employment either (1) present proof of receiving all COVID-19 vaccinations for which they are eligible under CDC guidance or (2) be approved for a medical or religious exemption from the Vaccine Requirement. If the employee only presents proof of the first dose of a two-dose COVID-19 vaccine by the first date of employment, the employee must further present proof of a second dose within 30 days of the date of the employee's first dose and proof of a booster vaccination within one month of eligibility. If the employee only presents proof of a single-dose

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COVID-19 vaccination or both doses of a two-dose COVID-19 vaccination by the first date of employment, the employee must further present proof of a booster vaccination within one month of eligibility.

**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](http://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: 218-757-6781, [hrgeneralist@boisforte-nsn.gov](mailto:hrgeneralist@boisforte-nsn.gov) Applications received after the closing date will not be accepted.**