

Organization: **WBGO, Jazz 88.3 FM**
Title: Vice President of Development
Reports to: Amy Niles, President & CEO
Location: New York/Newark, NJ
To apply: Please send resume and cover letter to jobs@wbgo.org

ORGANIZATION OVERVIEW

Newark Public Radio, WBGO Jazz88.3FM, an affiliate of NPR, is a publicly-supported, cultural institution that champions jazz and presents blues, R&B, and award-winning news to a worldwide audience of 400,000 people through radio, the Internet, mobile apps, and events. Within public radio, WBGO is regarded as a leader for its ground-breaking work in the presentation of jazz, its community and volunteer involvement, special events, and collaboration with local, national, and international artists. It is the most listened to NPR jazz station in the country, and the New Jersey State Council on the Arts has named WBGO a “Major Impact Arts Organization” for over 20 consecutive years.

WBGO has significantly expanded its metropolitan area presence with a broadcast tower on the top of New York’s 4 Times Square. The (completed) \$3 million capital campaign to fund the tower started with a challenge grant from the Prudential Foundation. The successful relocation of the transmitter has already resulted in tremendous audience growth, achieving the highest weekly cumulative audience in the history of the organization. In addition, Jazz Night in America, a collaboration between WBGO, NPR and Jazz at Lincoln Center is now in its fifth year. It recently won a Webby Award, was nominated for a Peabody Award, and attracts the most diverse audience of any NPR distributed program.

In 2017, WBGO launched a new strategic plan which has increased its visibility as the main provider of jazz programming and editorial coverage to NPR, giving it broader reach with a global audience. WBGO also recruited the chief jazz writer from the New York Times and established a significant digital footprint.

WBGO employs more than 52 full and part-time staff at the station. Operating as a 501(c)3 organization, WBGO is funded by more than 17,000 members each year, and by a combination of corporate, foundation, and governmental grants. The organization is governed by a Board of Trustees.

Through its history, strong listener affiliation, quality, unique positioning and global and local presences, WBGO has positioned itself for a true fundraising breakthrough. The VP will be a contributor to and leader of this breakthrough.

POSITION SUMMARY

The VP will bring creative ideas, entrepreneurial energy, strategic thinking, and a can-do attitude to WBGO’s contributed revenue activities. In collaboration with the President & CEO, the VP is responsible for developing and implementing long-term strategies and short-term objectives through inspired leadership of departmental staff, the WBGO Board, and WBGO’s network of friends and supporters. He or she will structure and carry a portfolio of senior-level donors/prospects and cultivate new relationships on behalf of WBGO. The Director will also collaborate with the President & CEO and other senior leadership to develop and ensure a cohesive external affairs strategy.

The Vice President oversees a team of ten people (seven fulltime and three part-time) with four direct reports: an administrative assistant, a major gift officer, the director of membership, and the development officer, corporate and foundation partnerships. The VP will have the opportunity to structure the team for maximum impact.

Of WBGO's \$5.6 million revenue last year, the majority came from membership-driven gifts, which is consistent with public radio fundraising. WBGO seeks to increase contributed revenue, particularly in major gifts and corporate support. The underlying mission of the role is to move WBGO away from a transactional fundraising program to one that is relationship focused.

Specific responsibilities:

- Lead and manage results-driven fundraising strategies that are responsive to institutional needs, support long-term goals, and leverage trustee networks and WBGO relationships.
- Manage department staff against agreed upon goals and ensure they have the tools and training to meet them.
- Formulate, execute, and monitor all fund development programs in conjunction with the development team and leadership, including:
 - Individual and major gifts
 - Three annual membership campaigns
 - Foundation grants
 - Corporate partnerships
 - Special events and travel
 - Annual gala
 - Planned giving
 - Endowment development
- Along with the President & CEO, work with the Board Chair and Chair of the Development committee to cultivate board members as well as other major donors and similar funder relationships.
- Working with the President & CEO and the Development team, develop annual fundraising budgets and monitor income projections, report on progress, and track long-range business plan forecasts.
- In conjunction with the Development team, oversee a system for maintaining donor communication records, conducting prospect research, and upgrading high-potential existing individual donors.
- Instill confidence in WBGO, both internally and externally, by conveying institutional accountability, using resources wisely, and creating and delivering effective presentations and solicitations.
- Support and expand the work of the Board's Development Committee, cultivating and maintaining close contact with its Chair and members as well as benefactors and prospects in all constituent groups.
- Become an active participant in the local and national jazz communities.

This is an incredible opportunity for a lover of music in general and jazz specifically to make his/her mark on the preeminent jazz station in the country. The VP will join a passionate team of like-minded colleagues, and as a top perk of the job, will be exposed to incredible music, musicians, and artists on a regular basis.

QUALIFICATIONS

WBGO seeks a visionary, team-oriented fund development professional with a minimum of five years of leadership-level experience in fundraising and board/volunteer development.

The successful candidate will also have:

- A generalist fundraising background with particular knowledge of major gifts. Fundraising experience in the arts is a plus but not required.
- A systematic approach to development plans, activities, and day-to-day operations.
- Demonstrated success cultivating relationships with volunteers and donors and securing significant gifts through the effective utilization of both strategic and tactical expertise.
- Excellent interpersonal and communication skills in a diverse setting.

QUALIFICATIONS *continued*

- A strong entrepreneurial and strategic mindset with the skills/experience necessary to build upon existing infrastructure and create new systems, if required, in order to broaden and improve the fundraising.
- A creative approach to fundraising, leading, and managing with an eye on present and future needs.
- Experience overseeing special events in collaboration with an outside consultant.
- The ability to articulate the unique mission and importance of WBGO in the region and beyond.
- Networking and fundraising experience in the New Jersey and/or New York City region(s).
- The ability to work with diverse populations.
- Experience with fundraising software, as well as Microsoft Office.
- A Bachelor's degree is required; an advanced degree is a plus.

WBGO, Jazz 88.3 FM provides Equal Employment Opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.