



*Public Broadcasting for the Mid-South*

**Job Posting**  
**October 12, 2023**

WKNO Public Media invites applications for the full-time position of Major/Planned Giving Donor Advisor

Salary: Open, commensurate with experience, skills and education

Supervision: Reports to President & CEO

Position Available: Immediately

About Our Organization: WKNO is the Mid-South's premier public media organization committed to creating and presenting both unique local and national content for television, radio and digital media.

**Job Purpose**

Develop strategy and implement plan to secure increased funding from Major and Planned Gifts to WKNO Public Media.

**Tasks**

- Responsible for Major and Planned Gifts.
- Establish goals and objectives in cooperation with the President & CEO.
- Prepare and administer budget to achieve plan goals.
- Work with Membership Manager and team to identify donor prospects.
- Prepare short and long range plans to increase financial support.
- Secure Major/Planned Gifts to sustain and grow WKNO's public service mission.

- Cooperate with other departments in the fulfillment of the mission of WKNO.
- Report all actions and performance to the President & CEO on an ongoing basis.
- Perform other related duties as may be assigned by the President & CEO.
- Perform all duties in accordance with Foundation policies.

### **Minimum Qualifications**

Years of Experience: 3 to 5 years of increasing Development/Major and Planned Giving experience.

Education: Bachelor's Degree in Liberal Arts or related field

Additional Requirements:

- Non-profit public media experience preferred.

### **Skills**

- Excellent organizational and communication skills.
- Ability to think creatively and handle all aspects of public relations.

### **Knowledge**

- Computers and Software
- Communications
- Public Media
- Allegiance (or other similar Donor database applications)
- Evolving Digital Technology

## **Work Content**

### **Physical Demands**

The employee sometimes climbs, balances, stoops, kneels, crouches, and/or crawls. The employee regularly stands, walks, sits, uses hands to finger handle, and/or feel, reaches with hands and arms, talks and hears.

### **Lifts Weight or Exerts Force Work Environment**

The employee occasionally lifts up to 10 pounds.

### **Vision**

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

### **Work Environment**

The employee primarily works in an indoor office environment.

## **To Apply**

- No telephone calls or third parties. Job is open until filled.
- Email resume to [accounting@wkno.org](mailto:accounting@wkno.org) or mail to WKNO Public Media, 7151 Cherry Farms Road, Cordova, TN 38016. No phone calls please.

WKNO is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color religion, sex, gender identity, sexual orientation, age, national origin, disability status, protected veteran status, or any other characteristic protected by law.