



radio bilingüe

National Latino Public Radio Network

JOB OPENING: Associate Development Director

ABOUT RADIO BILINGÜE

Radio Bilingüe is the leading public radio producer and broadcaster serving Latino and Indigenous farmworkers and other low-wage essential workers in the U.S. The Fresno-based network owns and operates 25 FM public radio stations in California, Colorado, Arizona, New Mexico and Texas, and a national Spanish language news and information service used by more than 75 affiliates in the U.S. With our award-winning music, news and public affairs programming and creative educational radio campaigns, Radio Bilingüe informs and engages traditionally underserved Spanish-, Mixteco- and English-speaking listeners on issues such as immigration rights, health and mental health, environmental justice, worker rights and safety, civic engagement and disaster preparedness.

SUMMARY OF POSITION

The Associate Development Director is a new position responsible for sharing key aspects of all Radio Bilingüe fundraising strategies and activities, reporting to the Development Director, with frequent collaboration with Radio Bilingüe staff, partners, supporters and other stakeholders. The ideal candidate will share Radio Bilingüe's passion for Latino-controlled independent media and elevating Latino concerns and voices. This position is an exempt, management-level position and requires a candidate with demonstrated exercise of discretion, initiative, time-management and sound judgment.

DUTIES

The current Development Department is staffed by one Development Director who receives support from other managers and staff across departments and occasionally freelance grant writers. The new Associate Director of Development will share in the workload described below and will be expected to take on leadership after an initial period in areas that the selected candidate demonstrates greatest strength and potential for growth. This new employee also will work very closely with Radio Bilingüe's founding Executive Director.

Grants and Contracts

- Develop grant and contract proposals, including drafting and editing narratives, applications and related materials and coordinating their submission
- Develop project budgets
- Communicate with funders during the proposal process
- Draft and edit reports and ensure timely submission
- Work with Grants Administration Manager to maintain grant and donor submission and reporting systems
- Coordinate across departments to help track timely completion of grant deliverables and high-quality development products
- Respond to frequent requests for information about Radio Bilingüe's services, rates and budgets
- Write content for electronic marketing materials, reports, speeches and other documents
- Generate small and large contracts for public agencies, non-profit organizations and public relations firms for public service radio projects
- Manage work of freelance grant writers and other consultants

Major Gifts and Individual Donors

- Work with Radio Bilingüe's leadership, staff and board to launch and manage a major gifts and individual donor campaign, including managing a tracking system and donor relations

- Support digital fundraising outreach to listeners and partners, including drafting compelling e-blasts
- Assist with annual listener pledge drive, working with broadcast staff
- Coordinate occasional special events

Strategy

- Participate in developing fund development strategy with team, including evaluating outcomes and implementing adjustments
- Keep abreast of fundraising trends
- Prepare and present oral and written development presentations to Radio Bilingüe's Board and others
- Cultivate and maintain Radio Bilingüe's relationships with funders, including providing appropriate updates to foster engagement

QUALIFICATIONS

- An undergraduate degree
- Minimum four years of experience in non-profit fundraising with heavy writing and deadline responsibilities
- Outstanding English-language writing skills, with the ability to communicate complicated concepts succinctly and to make compelling cases
- Bilingual English-Spanish a plus but not required
- Excellent interpersonal, outreach and engagement skills
- Demonstrated excellence in organizational and managerial skills
- Microsoft Office Suite (Word, Excel, PowerPoint) and database management

SALARY/BENEFITS

Salary range for this position is \$60,000-\$70,000 commensurate with qualifications and experience. This is a regular, full-time position that requires flexible scheduling for occasional work during weekends or evenings. Our comprehensive benefits package includes vacation and sick leave, health, dental, and life insurance; a retirement plan; a supportive team culture and support for professional development activities.

WORK LOCATION

The physical location of the job is at Radio Bilingüe's headquarters in Fresno, California. Qualified candidates based in other areas who have demonstrated strong remote working skills will be considered.

COVID-19 WORKPLACE PROTOCOLS

Radio Bilingüe follows CDC guidelines and protocols related to workplace requirements during the COVID-19 pandemic.

TO APPLY: Email resume with cover letter to: radmin@radiobilingue.org

Position will remain open until filled.

EOE: Radio Bilingüe is committed to ensuring diversity, equity and inclusion in the workplace. We strongly encourage people from all backgrounds to apply for our open positions. Radio Bilingüe is an equal opportunity employer and all qualified applicants will receive consideration without regard to their race, religion, ancestry, national origin, sex, sexual orientation, gender identity, transgender status, age, disability, marital status or medical condition.

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