Job Description

Title: Director of Major Giving

Last Revision Date: November 18, 2019

Reports To: Chief Revenue Officer

Department: Development

ORGANIZATION BACKGROUND
PBS39 and WLVR Radio are part of Lehigh Valley Public Media, a 50-year young non-profit located 90 minutes from Manhattan and 60 minutes from Philadelphia in the rapidly growing Lehigh Valley of Pennsylvania. The organization is beginning an exciting new era and seeks talented and energetic team members for these transformational new enterprises that will ensure a community that is engaged, inspired and vibrant.

MAJOR JOB RESPONSIBILITIES
We are in search of a Director of Major Giving to develop and manage a portfolio of current major donors as well as develop new donors with interests in Lehigh Valley Public Media’s evolving community public service mission. As a senior member of the Development team, this person’s responsibilities will include, but are not limited to, solicitation, stewardship and strategic cultivation of new donors and other activities related to fostering individual, corporate and foundation investment in LVPM for ongoing operations as well as specific projects and initiatives. This position reports to the Chief Revenue Officer.

ESSENTIAL DUTIES
Identify, cultivate, and maintain long-term relationships with individuals, corporations and foundations primarily through in-person contact to achieve the organization’s annual Development goals.
Develop strategies for new individual, corporate and foundation prospects. Work in collaboration with the Development staff, Senior Leadership and the Board of Directors.
Utilize a thorough understanding of the LVPM’s strategic plan and priorities to build productive relationships and become conversant in the public service value and impact of all programs and services provided to community by LVPM.
Plan and implement all Major Giving development activities concerning identified prospects— i.e., cultivation and solicitation efforts, preparation of proposals and arranging meetings with prospective donors, etc.
Monitor and evaluate progress toward goals, provide statistical reports on an ongoing basis and as requested.
The **Director of Major Giving** should be a leader and strong team player that will interact with multiple internal teams.

**EXPERIENCE AND ABILITIES NEEDED TO QUALIFY FOR THE POSITION**

The ideal **Director of Major Giving** candidate should:

- Demonstrate a successful track record of fundraising.
- Demonstrate an understanding of and passion for public media (PBS, NPR) and LVPM’s mission.
- Excellent written and oral communication, as well as the ability to translate the organization’s efforts to existing and prospective donors.
- Possess a high level of integrity and the ability to exercise confidentiality and discretion. Must be professional in all respects.
- Able to motivate and work with diverse constituencies.
- Able to work independently with minimal supervision; a self-starter.
- Proficient in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint) and CMS database systems.

**MINIMUM DEGREE/TRAINING REQUIRED TO PERFORM POSITION’S RESPONSIBILITIES**

Bachelor’s Degree and a minimum of three years’ experience in fundraising, community relations, marketing, sales or related fields in a complex organization; or equivalent combination of education and experience.

**WORKING CONDITIONS**

The position may require some occasional hours that include nights and weekend dates that are key to Development initiatives.

**To apply:**

No phone calls, please.

Send via email to: wlvttapplicant@wlvt.org

Cover Letter
Resume
Salary Requirements
References

Include **LVPM Director of Major Giving** in subject line.

Lehigh Valley Public Media is an equal opportunity employer.