MOUNTAIN LAKE PUBLIC TELECOMMUNICATIONS COUNCIL
PLATTSBURGH, NY
JOB POSTING

JOB TITLE: Development & Foundation Grant Officer
DEPARTMENT: Development
STATUS: Non-Exempt, Full Time
REPORTS TO: Director of Development

Summary of Job:

The Development & Foundation Grant Officer is responsible for developing and managing Mountain Lake PBS’s Major Donor and Planned Giving programs for individuals. Primary responsibilities include identifying, cultivating, securing, and stewarding relationships with donors of at the major gift level and above, and helping to solicit support from grantmaking foundations. The Development & Foundation Grant Officer is expected to maintain complete confidentiality.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Major & Planned Giving

- Work with the Director of Development to manage a portfolio of prospective and current donors.
- Create individual goals, communication plan and strategy timeline for portfolio.
- Design and implement strategies to increase Major Donor and Planned Giving Contributions.
- Plan and implement Major Donor and Planned Giving fundraising campaigns, events and activities (volunteer experiences, tours, receptions, etc.) in both the US and Canada.
- With Director of Development and President & CEO, cultivate and engage prospects, and ensure acknowledgment of all major and planned gifts.
- Work with Marketing and Production teams to develop promotional campaigns for Major & Planned Gifts.
- Develop and maintain relevant research on donors, prospects, and their interests associated with support of Mountain Lake PBS.
- Analyze donor data and giving trends as needed to grow contributions.
- Develop and maintain relevant research on donors, prospects, and their interests.
- Responsible for learning and utilizing our member database system and understanding on-air and on-line fundraising and fulfillment.
- Work with membership services personnel to maintain accurate records of donors and gifts. Produce reports that accurately reflect portfolio activity and performance.
- Travel as needed to meet with donors, prospects, and station supporters.
- Participation in additional MLPBS fundraising engagement activities as assigned.

Foundation Grants

- Stay abreast of grantmaking foundation developments within the business, nonprofit, and public media sectors.
• Work with Director of Engagement & Marketing and Director of Production & Content to identify grant opportunities that are consistent with Mountain Lake PBS mission and goals
• Research, write, and submit grant applications
• Track and report status of grant activities

Events
• Assist Director of Development to successfully plan and execute Development Events.
• Actively investigate event partnerships that are in line with our mission. Plan and implement new events as approved by Director of Development.
• Assist with other station education and engagement events as needed.

QUALIFICATIONS:
• Bachelor’s degree or equivalent professional experience.
• Possess excellent verbal and written communication skills. Ability to communicate in French, though not required, is a plus.
• Three years of fundraising and/or membership development experience.
• Demonstrated organizational skills and ability to meet deadlines.
• Knowledgeable in donor prospecting/research methods and techniques.
• Experience with database and word processing computer software.
• Work well with others in a collaborative environment.
• Ability to work flexible hours, including weekends and evenings
• Knowledge of PBS programming and public media fundraising preferred

REQUIRED CERTIFICATION/REGISTRATIONS FOR LICENSURE
• Valid Driver’s License
• Proper documentation to travel to Canada or the ability to obtain proper documentation.

PHYSICAL REQUIREMENTS
• Adequate vision and hearing
• Ability to sit for long periods of time at a computer
• Ability to lift and carry items up to 30 pounds

Mountain Lake PBS is an equal opportunity employer.

To apply please send cover letter and resume to:

Human Resources
Mountain Lake PBS
One Sesame Street
Plattsburgh, NY 12901
- or –
HR@mlpbs.org