



# JOB POSTING

Posted: August 17, 2017

## Interim Position: Member Services

Vancouver Co-operative Radio, CFRO, 100.5 FM is a non-profit, listener-supported, multi-lingual community station that has provided Vancouver with alternative public affairs, music, and arts programming since 1975. Co-op Radio provides a space for under-represented voices and perspectives. This position in Member Services is responsible for implementing components of the station's fundraising plan, with a particular focus on nurturing and developing member and donor relationships.

**HOURS:** 108 hours/month – roughly 25 hours per week  
**WAGE:** Rate as specified by the Collective Agreement with Unifor with 12% in lieu of health and vacation benefits  
**START DATE:** Beginning of September (with some flexibility possible)

### KEY AREAS OF RESPONSIBILITY

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- Maintaining membership records
- Nurturing member relations, including newsletters, communications, appreciation, member meetings
- Supporting the board, staff and volunteers in fundraising initiatives including planning the Fall Member Drive
- Communicating with volunteer programmers about fundraising requirements, progress and skills development
- Cultivating donor relations with new & existing members, unions and community organizations
- Implementing our new donor-based database and mailing systems
- Other fundraising and outreach duties, as needed

### QUALIFICATIONS

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- Fundraising experience in a non-profit setting with a focus on donor development, and/or equivalent training
- Demonstrated abilities to directly engage with community members in order to solicit donations and support
- Excellent communication and interpersonal skills: clear written and verbal communication; an ability to openly give and accept feedback with tact and diplomacy; an ease working with a diverse range of volunteers
- Well-developed computer skills including Microsoft Office Suite and donor-based database software; meticulous attention to detail; experience with DonorPerfect is an asset
- Demonstrated project management, tracking, and reporting skills
- Track record of meeting assigned goals with minimum supervision; ability to be self-directed and work independently; effectiveness as a team member
- Capacity to adapt quickly to situations, manage multiple and conflicting demands, and prioritize and delegate tasks effectively

### TO APPLY

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Please submit the following *in one PDF document* labelled **yourfirstname\_yourlastname.pdf** to [hire@coopradio.org](mailto:hire@coopradio.org):

- your cover letter
- your resume
- a sample ask letter soliciting donations or inviting membership into Co-op Radio

**Application Deadline:** Sunday, Aug. 27 at 12midnight. No phone calls please. We thank all applicants; only short-listed candidates will be contacted. Vancouver Co-operative Radio is an affirmative action employer.