

Public Broadcasting Atlanta (PBA) is a non-profit organization formally called *Atlanta Educational Telecommunications Collaborative, Inc. (AETC)*. As a broadcast service, PBA is comprised of WABE90.1FM, WPBA-TV30 and the digital service Atlanta PlanIt. For more information on the broadcast service, programming and opportunities, please visit www.wabe.org

Job Title: Major Donor Officer

Summary: Public Broadcasting Atlanta is seeking experienced fundraising professionals who can transform their passion and vision for public media into effective strategies focused on major giving. The ideal candidate is highly disciplined, organized and goal oriented with demonstrated competencies in relationship building, information management, project support, donor research and verbal and written communication. PBA's Leadership Giving Officers are front-line fundraising professionals responsible for the management of a portfolio of prospects with the giving potential of five figures or more.

Accountabilities:

- Build relationships around donor interests and organizational priorities.
- Successfully solicit, retain and grow investments from leadership level donors.
- Manages a portfolio of highly qualified donors for cultivation, solicitation and stewardship that results in leadership level gifts (five figures plus) within twelve to eighteen months.
- Create detailed moves management plans for prospects that will strengthen relationships and move them along the giving path towards greater engagement and philanthropy with PBA.
- Supports the Vice President of Individual Giving and the President of PBA by providing information and opportunities, including:
 - summaries that serve as background for meetings and conversations with leadership donors and prospects;
 - activities and engagement tactics including, but not limited to events, tours, one-on-one meetings, lunches and personal consultations.

Knowledge, Skills and Abilities:

Necessary Experience and Requirements

- Identification with the mission and purpose of Public Broadcasting Atlanta
- Demonstrated organizational skills managing a variety of activities efficiently and professionally.
- Hands-on knowledge of donor database systems.
- Demonstrated verbal and written communication skills.
- Ability to manage high level confidential information with integrity and sensitivity.
- Minimum of three years of fundraising experience that includes demonstrated success in securing five figure gifts and above.

Competencies:

- **Change/Adaptability/Flexibility**

Adapts to change that benefits PBA, is open to new ideas, takes on new responsibilities, handles pressure, and adjusts plans to meet changing needs.

- **Communication**

Communicates well both verbally and in writing, promptly shares information and ideas with others throughout the organization as appropriate, has active listening skills, can negotiate and persuade as needed.

- **Results Focus/Initiative**

Targets and achieves results, sets challenging goals, prioritizes tasks, overcomes obstacles, accepts accountability, sets high standards and takes responsibility, provides leadership/motivation.

- **Collaboration**

Works collaboratively with others to solve problems, achieve common goals and positive results. Listens to others and values opinions. Is open with other team members and expresses disagreement constructively. Seeks opportunities to work on teams as a means to develop experience, and knowledge.

Work Environment & Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Individuals may need to sit or stand as needed. May require walking primarily on a level surface for periodic periods throughout the day. Reaching above shoulder heights, below the waist or lifting as required (up to 5 lbs.), filing documents or store materials throughout the workday. Proper lifting techniques required. For the most part ambient room temperatures, lighting and traditional office equipment as found in a typical office environment.

Submit resume and cover letter to:

Public Broadcasting Atlanta
Attention: Human Resources
740 Bismark Rd. NE
Atlanta, GA 30324
Fax: 678-553-3026

Apply online at: www.wabe.org

Email: hr@pba.org

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