

## **DIRECTOR OF DEVELOPMENT**

Full position description follows.

Basin PBS, Odessa/Midland, Texas, the Permian Basin's only public television station, seeks an experienced, creative fundraising professional to further our aggressive development program. Reporting to the General Manager, the Director of Development is a critical player in expanding a financial base to provide the citizens of the Permian Basin with exemplary programs and services. Competitive salary and benefits package.

Established in 1986, Basin PBS serves the Permian Basin region with programs originating from the Public Broadcasting Service (PBS) and other national program services, as well as its own local productions and community outreach efforts. Basin PBS is owned and operated by Permian Basin Public Telecommunications, Incorporated, (PBPT) a not-for-profit local community service organization, IRS 501(c)(3).

**To apply, please submit a resume, cover letter and salary requirements to:**

**Basin PBS  
PO Box 8940  
Midland, Texas 79708-8940  
Attn: Daphne Dowdy Jackson**

**Electronic submissions preferred: [basinpbs@basinpbs.org](mailto:basinpbs@basinpbs.org)**

**BASIN PBS IS AN EQUAL OPPORTUNITY EMPLOYER**

### **Position Description:**

Serves as Director of Development for Basin PBS and is responsible for managing philanthropic giving to Basin PBS. Responsible for building the Basin PBS major gifts program, sustained corporate gifts and planned gifts and managing Basin PBS underwriting activities under the guidance of the Board of Directors & General Manager. Assists in overseeing membership activities. Coordinates with other departments to meet overall Basin PBS fundraising goals and objectives in the most efficient and responsive manner. This position requires regular contact and coordination with public and private organizations and the general public. Candidates should have a commitment to the mission of public broadcasting.

### **Duties of the Position:**

Works with the General Manager, Board of Directors and the Basin PBS Executive Finance Council to meet philanthropic giving goals.

Works with the General Manager, Board of Directors, the Basin PBS Executive Finance Council, support staff and key volunteers in identifying, meeting and soliciting key prospects and donors.

Tracks, documents and nurtures all donor relationships.

Assists with on-going research on potential individual, foundation and corporate donors identified by board members, staff and other volunteers, or identified by virtue of their gift history to the station and like organizations/projects.

Researches and makes solicitations through Major Gifts, Corporate Underwriting, Capital Campaigns, Grant Writing, Special Projects and Membership programs.

Supervises underwriting staff to meet underwriting sales goals and on-air underwriting standards including securing underwriters/sponsors for national programming, local programming and special projects.

Supervises Membership staff to meet Membership goals and standards.

Represents Basin PBS to the public through speaking engagements, on-air pledging and other public arenas.

Other duties as assigned.

**Qualifications:**

Bachelor's degree and a minimum five years of fundraising and management experience. Also required are: excellent communication skills; solid diplomacy skills; proven ability to articulate an organization's mission and vision in an accurate and compelling fashion in writing, in person and in public presentations; ability to create clear, concise and dynamic materials and keep them updated; ability to successfully manage external relationships and effectively interact at all levels; ability to work with staff and volunteers across departments; solid organizational skills; ability to work independently and flexibly in a fast-paced environment to manage a multi-faceted workload; good computer skills and a familiarity with donor database systems. A demonstrated expertise in fundraising is a must and familiarity with television production is highly desirable. Must be willing to travel within the Permian Basin to meet with major donors and prospects.

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