



Volunteer Opening: Donations Coordinator
Posted: Feb 26th, 2025

Our current Donations Coordinator Maureen Robinson would like to step down this spring. We are very grateful for the years of service Maureen has invested into the station in her volunteer capacity and see this as a gradual transition.

99.3 CountyFM's Donations Manager is responsible for maintaining the process surrounding financial donations from individuals, businesses, and organizations that support the operations and programming of a community radio station, while fostering strong relationships with donors and promoting the station's mission and impact within the community.

Key Responsibilities:

Donor Development and Cultivation:

- Manage a donor database, tracking giving history and engagement levels.
- Develop personalized communication plans with the GM and Fundraising Team to cultivate relationships with individual and corporate donors.

Fundraising Campaign Management:

- Assist in the design and execution of fundraising campaigns, including membership drives, special events, and online donation appeals.
- Track progress against targets.
- Reconciliation of fundraising campaign.

Donor Stewardship:

- Acknowledge and thank donors promptly and regularly for their contributions.
- Provide donors with updates on how their donations are being utilized to support the station's programming.
- Organize donor appreciation events and recognition programs.

Administrative Tasks:

- Maintain accurate records of all donations and donor information.
- Prepare financial reports for the annual audit.
- Manage the donation processing system and ensure compliance with regulations.

Required Skills and Qualifications:

Strong Communication Skills:

Excellent written and verbal communication skills to effectively engage with donors, build relationships, and convey the station's mission.

Relationship Building:

Strong interpersonal skills to cultivate lasting relationships with donors and community partners.

Data Management:

Proficiency in using NEON donor management software to track and analyze donor data. *Training provided.

Passion for Community Radio:

Deep understanding and commitment to the values and impact of community radio broadcasting.

Please send an email to volunteer@993countyfm.ca with your expression of interest.