

Administrative Assistant/Exec and Development Admin Asst./Receptionist

Classical KCME and Jazz 93.5 are looking for an experienced administrative assistant to join our team with excellent communication skills, both written and verbal. Extensive knowledge of basic computer and Microsoft Office, willingness and ability to learn new software. Strong experience with a CRM, donor software. Ability to multi-task in a fast-paced environment. Full-time, Monday-Friday, 9am-5pm, with flexible hours during fundraising and special events. Responsible to the General Manager for the following: Executive assistant responsibilities to include; schedule, filing, projects as needed. Donor relations. Schedules both internal and external meetings, to include BOD and CAB. Responsible to the Development Director for the following: Serves as a back-up to enter donation information into Allegiance, email blast and social media coordination for KCME and Jazz 93.5. Assists with coordinating the on-air drive campaigns. Answers the multi-phone line and assists callers with the purpose of their call. As the Event Assistant, assists DD with events; planning, coordinates lists, set-up, procures premiums and gifts for events as directed by DD. This is a new position ready for a high energy team member. Compensation commensurate with experience.

Office Operations – Classical KCME and Jazz 93.5 FM

- Act as back up receptionist.
- Replace toner in copier and be aware of how it operates to help anyone that needs it.
- Replenish paper in copier when needed.
- Put trash can out to the curb on Thursday evening for pick up Friday morning.

Fund Raising – Development – Classical KCME and Jazz 93.5 FM

- Assist with pledge entering, paper flow during pledge drives and help receptionist/admin
- Assist volunteers with pledge/donation and phone process.
- Assist donors with claiming premiums
- Mail materials to donors
- Update data base, address information, credit card information
- Work as on-air host during live membership drives
- Post events and information to Jazz Facebook page.

Events – Promotion of Classical KCME and Jazz 93.5 events

- Assist Development Director with brainstorming for events, FanFare Society, Sustainer Events, and other events as they arise
- Assist Development Director with execution of printed materials to promote KCME/Jazz
- Plan concepts around several events per year, assist in scheduling and strategic planning of events
- Reserve venues, order supplies, assist in menu creation and venue set up
- Event set up/monitor guest needs/interface with venue manager
- Sign-in guests and donors, at events, etc.
- Oversee set-up day of, clean up after
- Procure premiums and other gift items associated with events as directed by DD
- Interface with GM and Sales Team regarding Corporate Sponsor involvement