



CKDU IS HIRING A FUNDING DRIVE COORDINATOR

CKDU-FM is a non-profit campus and community radio station based at Dalhousie University serving listeners throughout the Halifax Regional Municipality. Our mandate is to provide an alternative to private and public broadcasters and serve as a forum for diverse and under-represented voices and artists. The station broadcasts 24 hours a day, 365 days a year and is run by roughly 150 volunteers, a volunteer board of directors, and 5 permanent part-time staff.

Nature of the job:

The Funding Drive Coordinator is responsible for coordinating CKDU FM's annual on-air Funding Drive, in cooperation with the rest of the CKDU staff collective & membership. The goal for the Funding Drive is to raise \$25,000 to help run CKDU for the next year. The Funding Drive is an annual event centered around an on-air pledge drive taking place from October 1st to 7th, with a possible extension to October 14th.

Duties & responsibilities:

The duties of Funding Drive Coordinator are as follows:

- Attend weekly staff meetings
- Facilitate bi-weekly meetings with the Funding Drive Committee.
- Maintain regular office hours on CKDU-FM's premises
- Maintain healthy relationship with the volunteers, take part in decision-making in programmers' meetings and programmer-driven committee meetings
- Ensure that all programmers are aware of their fundraising goals and responsibilities
- Coordinate, train, and schedule volunteers during Funding Drive (phone operators, data entry, cheerleaders, event tablers, etc.)
- Coordinate creation and distribution of volunteer guide and other required materials
- Solicit funding drive prizes and coordinate the Prize Room
- Coordinate key funding drive events with volunteers and staff
- Encourage and provide support to programmers planning funding drive events
- Coordinate, with Production Committee, production of on-air advertisements associated with Funding Drive
- Coordinate general promotion for Funding Drive, including media releases and advertisements
- Coordinate record keeping (contra deals, sponsorship contracts, sales invoices) and pledge payment system in conjunction with station coordinator
- Coordinate data entry during and following Funding Drive – logging pledges and payments in database
- Coordinate unpaid pledge mail-out following Funding Drive
- Complete a Funding Drive report outlining activities, successes and challenges

Desired experience and/or skills:

- volunteer management and coordination
- fundraising
- management/coordination of events, small or large
- computer skills: basic office, basic layout & design, social networking, information systems or databases
- experience in community radio
- ability to work independently
- ability to prioritize, set, and achieve goals
- knowledge of CKDU's mandate
- experience with community organizations and/or not-for-profit organizations
- experience in or understanding of non-hierarchical staff structures

Accountability, Hours, and Remuneration:

The Funding Drive Coordinator is a member of CKDU's non-hierarchical staff structure and is accountable to its Board of Directors.

The contract position is for 320 hours, to be completed over 12 weeks, starting August 9th and finishing on October 29th, 2010.

Compensation is in the amount of \$15 per hour. Hours may be worked on a flexible basis from week to week, considering the nature of the position. The suggested weekly hour schedule is as follows:

Week 1-5 (preparation): 20 hours per week

Week 6-9 (events & drive) : 40 hours per week

Week 10-12 (mailout & report): 20 hours per week

Applying:

Submit a resume with a cover letter in person, by mail or pasted into the body of an email (we do not accept applications via fax) to:

Funding Drive Coordinator Hiring Committee
c/o CKDU - FM
6136 University Ave.
Halifax, NS B3H 4J2

or

[hiringcommittee@ckdu.ca](mailto: hiringcommittee@ckdu.ca)

Application deadline: 5:00PM AST, July 19, 2009

CKDU is an equal opportunity employer and strongly encourages applications from minority and under-represented groups.