



CJSW Marketing & Development Director

CJSW 90.9 FM, the University of Calgary Student Radio Society, is looking to hire an energetic, innovative and community-minded individual for the position of Marketing & Development Director.

The Marketing & Development Director is focused on two major areas: CJSW's annual Funding Drive and the growth and maintenance of community and campus partnerships. Furthermore, there is a large public outreach component to the position, as well as oversight to CJSW branding and online representation.

The Marketing & Development Director works for 37.5 hours a week, with some work in the evenings and weekends required. This position reports directly to the Station Manager and is expected to collaborate with other CJSW staff and volunteers.

Duties:

- Working closely with CJSW staff to develop and execute all aspects of CJSW's annual Funding Drive and other fundraising and outreach activities
- Donor, sponsor and partner growth and stewardship
- Curation and delivery of CJSW's annual Friends Card program
- Coordinating all aspects of advertising and promotion at CJSW
- Collaborating with CJSW personnel to amplify CJSW's profile on the U of C campus and in the Calgary area
- Pursuing program and event sponsorship with local businesses
- Planning and executing in person activation and outreach events
- Providing volunteer training, organization and facilitation of CJSW promotional activities at community/cultural events
- Oversight of CJSW's visual identity, social media presence and other marketing opportunities
- Leadership and guidance for temporary/contract employees and CJSW volunteers
- Grant-writing support
- Other duties as required

Qualifications:

- Previous experience with fundraising and marketing at a non-profit organization
- Previous experience organizing and executing events
- Strong leadership, teamwork and volunteer management skills
- Ability to work and be motivated independently
- Strong, confident and customer service-oriented communication skills
- Demonstrable acumen for social media



- Excellent organizational skills with an emphasis in digital data management
- Familiarity with FreshBooks, Shopify, Wordpress, Adobe Creative Suite and donor management software are assets
- A comprehensive understanding of CJSW as an organization and its place in the community
- Deep knowledge and established relationships within Calgary's arts and culture scene

In return for your time and talents, we offer a fun, unique environment working with a high-performing team of staff and volunteers, a salary of \$46000 per annum and some lovely benefits.

****Application Deadline**:** Monday, January 8th, 2024 at 12:00pm

****Position Start Date:** As soon as the selected candidate is available.

****Please apply by sending your resume and cover letter to manager@cjsw.com.**

CJSW is an equal opportunity employer. Everyone is thanked for applying; however, only those selected for an interview will be contacted.

CJSW 90.9FM broadcasts from Calgary, Alberta, Canada on Treaty 7 Territory of the Blackfoot Confederacy, which includes the Siksika, the Piikani, and the Kainai. Treaty 7 is also home to the Tsuut'ina, the Stoney Nakoda and Métis Nation of Alberta (Region V & VI).