



Job Posting: 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 at CJSW: the station's annual Funding Drive campaign 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 is a full-time position with 37.5 hours a week, following a general Monday-Friday pattern with occasional evening and weekend work required. This position reports directly to the Station Manager and collaborates 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 throughout the year
- Donor, sponsor and partner growth and stewardship
- Curation and execution of CJSW's Friends Card program
- Planning and execution of CJSW's Listener Survey and related outreach activities
- 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
- Working with the CJSW Station Manager to maintain invoices, billing, and accounts
- Other duties as required

Qualifications:

- Previous experience with fundraising and/or 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 and client service-oriented communication skills
- Demonstrable acumen for all aspects of fundraising and brand representation
- Excellent organizational skills with an emphasis in digital data management
- Expertise with Excel, Google Sheets, Square, Shopify, Wordpress, Adobe Creative Suite and donor management systems are necessary.
- Beginner to intermediate knowledge of Google Sheets Appscript, HTML, CSS, and Liquid 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 starting salary of 50k per annum, a one-of-a-kind working environment and a modest suite of benefits available upon completing the three-month probation period.

****Application Deadline**:** Monday, November 24th 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). The City of Calgary is also home to Métis Nation within Alberta (Nose Hill Métis District 5 and Elbow Métis District 6).