



Part-Time Development & Fundraising Associate

About WCTE PBS

WCTE PBS is the Upper Cumberland's public television station, committed to educating, engaging, and enriching the communities we serve. Through trusted educational programming, local storytelling, lifelong learning initiatives, and community engagement, WCTE serves more than one million viewers across Middle Tennessee and the Upper Cumberland. Our members and donors make this work possible, and the Development Associate plays a vital role in building lasting relationships that sustain our mission.

Part-Time Development & Fundraising Associate

WCTE PBS is seeking a motivated and organized **Part-Time Development & Fundraising Associate** to provide administrative and fundraising support to the **Director of Development** while working closely with the **Membership Manager** to support membership services and donor engagement. This position is expected to work **20–25 hours per week** and plays an important role in helping the station build relationships with donors, sponsors, and community partners while supporting fundraising events and daily development operations.

This position offers the opportunity to grow professionally, with the potential for expanded responsibilities and additional hours as the department and station continue to grow.

Key Responsibilities

- Provide day-to-day administrative support for the Development Department.
- Assist the Membership Manager with membership services, donor communications, and member support.
- Make phone calls to donors, sponsors, and community partners to support fundraising initiatives.
- Assist with sponsorship solicitation, follow-up, and stewardship.
- Support the planning, preparation, and execution of fundraising events, including Blues & Brews, The Great TV Auction, Haunted Half Marathon, and other special events.
- Assist with event logistics, volunteer coordination, and event-day activities.
- Prepare mailings, acknowledgments, and other development materials.
- Maintain accurate records within the station's donor database (CRM), ensuring timely data entry, tracking, reporting, and recordkeeping.
- Generate and assist with reports related to membership, donor activity, sponsorships, and fundraising efforts.
- Perform other duties as assigned in support of the Development Department and the mission of WCTE PBS.

Qualifications

- Strong organizational skills and attention to detail.
- Excellent written and verbal communication skills.

- Friendly, professional, and customer-service oriented.
- Ability to manage multiple tasks and meet deadlines.
- Experience in fundraising, nonprofit organizations, customer service, administrative support, or database management is preferred but not required.
- Basic computer proficiency and the ability to learn donor database (CRM) software.
- Ability to work occasional evenings and weekends for fundraising events.

Attributes for Success

- Passion for WCTE PBS and its mission.
- Positive attitude with a willingness to learn.
- Self-motivated, dependable, and adaptable.
- Strong interpersonal skills and the ability to build relationships with donors, sponsors, volunteers, and community members.
- A collaborative team player who enjoys supporting others and contributing to shared goals.

To Apply

Please send your resume and a brief cover letter to Alicia Watson at awatson@wcte.org.

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