

## **Donor Services/Finance Coordinator**

**WLJT-TV 11/West TN PBS has an immediate opening for a Donor Services/Finance Coordinator. This position will assist with the station's donors and business office operations.**

### **About West TN PBS/WLJT-TV:**

Since 1968, WLJT-TV has been the only public television station for all of West Tennessee. Today West TN PBS provides three TV channels, streams on the free PBS App and provides hundreds of educational and community outreach activities each year to 21 counties across our area. With locations in Jackson and Martin Tennessee, we are committed to being the most local television station in West Tennessee.

### **Donor Services/Finance Coordinator**

#### **Qualifications:**

- Experience (2+ years) in an office setting (education/classroom experience may be substituted)
- High School diploma (required).
- Working knowledge of office computer systems including; Microsoft Office (Excel, Word).
- Can-do attitude and ability to take on additional duties and responsibilities as needed.
- Ability to learn and use Donor Management Systems.
- Attention to detail is crucial to ensure accurate record keeping.
- Must be able to meet deadlines.
- Ability to work independently and solve problems.
- Assist with other station projects and events as needed.
- Valid driver's license.

#### **Responsibilities:**

- Manage day-to-day donor communications and donation processing, including mailings, emails and phone communications
- Responsible for processing weekly invoices for payment and keeping proper vendor files
- Process and send out monthly invoices to station's underwriters
- Ability to interface with station donors and underwriters and answer questions for potential supporters and address issues
- Assist with station events as needed
- Help with business office operations including mail, mailings, supplies and other areas as needed
- Assist with other responsibilities as assigned.

**To apply, send your resume, cover letter, and references to [jobs@westtnpbs.org](mailto:jobs@westtnpbs.org)**

**No phone calls please. The position/s are open until filled.**

West TN PBS is an Equal Opportunity Employer and encourages candidates from diverse backgrounds to apply. West TN PBS is an EEO/AA employer and does not discriminate in employment based on race, religion, sexual orientation, national origin, political affiliation, disability, age, marital status, medical history, parental status or genetic information.