

## **JOB DESCRIPTION**

**JOB TITLE:** Development Coordinator  
**DEPARTMENT:** Development  
**STATUS:** Exempt  
**REPORTS TO:** Vice President of Development

**GENERAL FUNCTION:** Works with various organizations to secure funding and sponsorships on behalf of PCN. Assists in developing fundraising plans. Consistently works to accomplish goals and increase PCN's revenue. Works with others to organize and plan ways to increase brand awareness and funding. Maintains donor relationships and secures new ones. Works in cooperation with other managers to carry out company initiatives.

### **RESPONSIBILITIES:**

- Works with Vice President of Development to establish a realistic budget for initiatives and events and account for anticipated fundraising outcomes.
- Works with the marketing department to promote fundraising initiatives and events using flyers, advertisements and digital marketing outreach.
- Assumes full responsibility for various fundraising efforts.
- Assists in writing grant proposals and developing event opportunities.
- Researches and identifies prospective new donors and proactively initiates sponsorship and funding.
- Assists in helping management in the development of fundraising goals and works to achieve and surpass these goals.
- Coordinates all aspects of fundraising events and activities planning to execution.
- Works directly with the senior leadership and the development team to manage project workflow and oversee day to day milestones for projects.
- Oversees Donor Perfect database management, reports, etc.
- Handles all tax receipting related to development functions at PCN.
- Provides back up technical assistance for the help desk.
- Represents PCN at events as needed.
- Availability for evenings and weekends as needed.
- Other duties as assigned.

### **BACKGROUND/SKILLS:**

- Bachelor's Degree in Business Administration or relevant field.
- Minimum two years' experience in the nonprofit fundraising industry.
- Ability to foster positive relationships with current/potential donors and sponsors.
- Ability to prioritize and manage several milestones and projects efficiently.
- Experience planning campaigns, events, and fundraisers.
- Ability to generate interest in PCN or programs and reach out to appropriate partners.
- Professional written and interpersonal skills.
- Proactive and self-motivated.
- Experience working with a diverse team and promoting a positive brand image.
- Ability to work flexible hours and to travel to meet prospective donors.

**ABOUT PCN:**

PCN is a 501(c)(3) nonprofit television network located in Camp Hill, Pennsylvania with bureaus in Pittsburgh and Philadelphia. PCN is steadfast in its mission to support Pennsylvanians; sharing the state's rich history, culture, and athletics that make our communities unique. We provide citizens with direct access to unfiltered coverage of state government, which affect the quality of life across the state.

PCN is an equal opportunity employer.

**Position Type:** Full time, salaried position, typical hours Monday through Friday 8am-pm. Evenings and weekends as needed.

**Start Date:** ASAP

**Location:** Camp Hill, PA

**Work Style:** Ability to work remotely, travel within Pennsylvania, periodic meetings in Camp Hill, PA.

**Website:** <https://pcntv.com>

**Benefits:** Health, dental, vision, RX, disability, retirement fund, vacation, and personal time off and more.

**To Apply:**

- Successful candidates will be subject to a criminal, financial, and driving record background check.
- Cover letter indicating salary expectations and resume may be emailed to [hr@pcntv.com](mailto:hr@pcntv.com).