West River Outreach & Experiences Manager

Friends of South Dakota Public Broadcasting in conjunction with SDPB, a statewide, joint radio and television network seeks an organized and goal-focused individual to serve as its Outreach and Experiences Manager.

About “Friends”
Friends of SDPB is the 501(c)(3) fundraising arm of South Dakota Public Broadcasting

About “SDPB”
South Dakota Public Broadcasting is a well-respected, premium multi-media institution. We are a statewide community resource producing and broadcasting intelligent, commercial-free programs and valuable community outreach projects that educate, enlighten, and entertain. SDPB is South Dakota.

Challenging and Rewarding Work
With the creation of two new, street level studios in both the Black Hills and Sioux Falls, we seek to create and implement an events and outreach strategy to take advantage of the solid foundation that comes with the addition of these two resources. The focus of this strategy will be to bring to life the Sound Vision tagline, “SDPB--building communities one story at a time.”

The Friends of SDPB West River Outreach and Experiences Manager functions under the Community Impact Department at SDPB. This position requires an ability to work with many stakeholders with one goal in mind: to increase awareness of SDPB’s content, develop positive regard for SDPB across the state, and ultimately to help grow membership and revenue.

This is a new role at SDPB, and the position requires a person with the vision and skills to absorb, analyze and prioritize multiple demands, as well as to continue to work with the Director of Community Impact to integrate various parties in currently siloed departments due to geographic and task-oriented differences.

Here’s how we do it:

- Organize and executes station events, external and internally produced events west-river, and conceptualize options for future events/content development.
- Create impactful engagement with communities of varying size externally. Internally, focuses on assisting in the development of positive community, communication, and development across multiple departments through targeted and general outreach.
- Assists in coordinating volunteers with events as needed in the western part of the state.
- Provide oversight for the Black Hills Studio in Rapid City.
- Aid in coordinating west-river station representation when applicable.
- Due to the dual focused nature of this position within Friends of SDPB and the SDPB Network, the individual in this role will connect with multiple internal departments to coordinate activities, outreach, engagement, and overall communication.
- Works creatively within a limited budget and has some level of budgetary management and discretion.
Does this describe you?

- College degree, with 2-5 years’ experience in event, volunteer, and outreach management
- Previous experience in an office environment required (not-for-profit experience preferred)
- Computer skills required with a fluency in Microsoft Office Suite, and a strong background in project management.
- Competency in social media on multiple platforms.
- Excellent organization and planning skills and attention to detail.
- Ability to prioritize tasks, exercise sound judgment, solve problems in a creative and timely way, and work with confidential information.
- Must be able to work autonomously.
- Strong verbal and written communications skills.
- Customer service experience preferred.

We Offer

- This is a full-time, salaried, exempt position. Hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m., 40 hours per week, but will vary according to type of work required.
- Complete benefits plan including: Medical, dental, vision, disability and life plans, 401K retirement with company match. Generous PTO policy and holiday schedule.

Other Duties

- Travel throughout the state of SD, and some national travel is required for this job.
- This is a physically active role. The ability to travel by car or airplane is required. The ability to lift boxes, push carts, set up tables and chairs, lift, carry, and arrange any number of items for events, and bending or standing on a stool or ladder as necessary is essential.
- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

EEO Statement

- Friends of South Dakota Public Broadcasting is an Equal Opportunity Employer committed to excellence through diversity and inclusion.

To apply, submit resume and cover letter to:
Nathan Hofer, Director of Community Impact
South Dakota Public Broadcasting
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