



## **East River Gifts Officer – Friends of South Dakota Public Broadcasting**

**The Friends of South Dakota Public Broadcasting** is seeking an East River Gifts Officer. This position will be employed by the Friends of SDPB, a 501(c)(3) that supports the SDPB Network.

### **About “SDPB”**

South Dakota Public Broadcasting is a well-respected, multi-media institution. SDPB is a statewide community resource producing and broadcasting intelligent, commercial-free programs and conducting valuable community outreach that educates, enlightens, and entertains. SDPB is a department of the state government operating under the Bureau of Information and Telecommunications. SDPB is South Dakota.

### **About “Friends”**

Friends of SDPB is the 501(c)(3) fundraising and advocacy arm of South Dakota Public Broadcasting. Friends serves the roughly 13,500 SDPB member families and 250 corporate clients. Friends connects our clients and our loyal audience to SDPB and have fun doing it!

### **Challenging and Rewarding Work**

In this position you will be responsible for meeting and researching existing donors and potential donors to secure charitable gifts for SDPB. This is a donor centric position with the core function being to build and maintain relationships. You will work with the SDPB fundraising team to develop individual fundraising strategies that work for the donor, and to set achievable, but lofty goals. The successful candidate will be organized, have the ability to work from a remote office, and a desire to connect donors to SDPB.

### **Here’s how we do it**

Build relationships with SDPB supporters, board members, and staff to secure the resources necessary to fund the SDPB Network’s future. We also need you to be able to explain the vision of SDPB to our donors and key stakeholders.

### **Does this describe you?**

- Passionate for SDPB, public media, and all that the network offers
- Resourceful – someone with “vision” who can think strategically to help SDPB and Friends of SDPB reach our goals
- Excellent communicator – thoughtful and persuasive verbal and written communications skills
- Ability to clearly convey the SDPB mission and vision to our external stakeholders
- Undergraduate degree
- Minimum three years’ experience in non-profit work, with a preference for a role that has had direct contact working with donors
- Connector – a team member who isn’t afraid to pick up the phone to call a peer, manager, or client to share ideas and make something happen
- The ability to travel as necessary
- Excellent organizational skills with proven abilities focusing on accuracy and attention to detail

- Ability to self-manage and influence others to meet commitments
- Ability to take responsibility and ownership for tasks and to use initiative and creativity
- Ability to work proactively to meet deadlines
- Commitment to excellent follow up, customer service, and satisfaction

### **We Offer**

- A competitive compensation package, with an annual salary commensurate with your years of experience.
- Complete benefits plan including medical, dental, vision, disability, and life plans. 401k retirement plan with company match.
- Generous PTO policy and holiday schedule.
- Teammates that are smart, creative, supportive, and fun.
- Core values that include a commitment to your success. A healthy work-life balance with mutual trust, dignity, and respect.
- Office in the SDPB Sioux Falls Studio, or remote, with the opportunity to work and travel to the most interesting places in South Dakota.

### **To apply, submit resume and cover letter to:**

Ryan Howlett, Chief Executive Officer  
Friends of SDPB  
601 N. Phillips Avenue, Suite 100  
Sioux Falls, SD 57104

or via email at [ryan.howlett@sdpb.org](mailto:ryan.howlett@sdpb.org)

Inquiries can be made by calling 605-367-7266.

*Friends of South Dakota Public Broadcasting is an Equal Opportunity Employer.*