



# KNOM Radio Mission, Inc.

PO Box 190649, Anchorage, AK 99519  
phone: (907) 868-1200 | fax: (907) 868-2810

[knom.org](http://knom.org)

**Margaret DeMaioribus**, General Manager  
**Lynette Schmidt**, Bus. Mgr./Devel. Dir.  
**Dennis Bookey**, Board President  
**Fr. Mark Hoelsken, SJ**, Spiritual Director

## ***KNOM Radio Mission Job Opening***

**Job Title:** Development Specialist  
**Hours:** Part-time, 15-25 hours/week  
**Location:** Anchorage, AK (KNOM Business Office)  
**Reports to:** Development Director  
**Closing Date:** Open until filled

### **Job Qualifications**

- 1) Bachelor's Degree preferred.
- 2) Must possess effective communication and reading/writing skills, and excellent organizing and record keeping skills.
- 3) Experience in Catholic fundraising and/or Catholic missions preferred.
- 4) Ability to support KNOM's mission and values.
- 5) Ability to use Blackbaud Fundraising software. Knowledge of Microsoft Word and Excel software required.
- 6) Must maintain donor confidentiality.

### **Brief Summary of Duties and Responsibilities**

- 1) Collect and sort KNOM mail.
- 2) Post donations in a prompt and timely manner.
- 3) Merge-print and mail thank you letters per KNOM development policies.
- 4) Direct special attention letters immediately to appropriate staff.
- 5) Assist Development Director in identifying fundraising and donation trends and needs.
- 6) Prepare special projects as directed by the Development Director.
- 7) Other duties as assigned.

### **Send a complete cover letter and resume to:**

KNOM Development Director/Business Manager  
Lynette Schmidt  
[business@knom.org](mailto:business@knom.org)

### ***About Us***

*KNOM Radio Mission broadcasts faith, inspiration, news, and education to thousands of listeners across the remote region of Western Alaska: from the Yukon Delta to the Bering Strait and throughout the villages and rural stretches of the Alaskan Bush.*

*Operating as the oldest Catholic radio station in the country, KNOM values being a friend and companion, and providing respectful service based on Catholic ideals. Programming includes: Sunday Mass, daily Rosary and Chaplet of Divine Mercy broadcasts, volunteer produced spots, features, and news, vital local weather, a diverse mix of music, and Alaska Native programming.*

***KNOM is an Equal Opportunity Employer (EEO).***