Job Announcement
Manager of Leadership Gifts

Georgia Public Broadcasting is hiring a Manager of Leadership Gifts responsible for obtaining funds from Mid-Level, Planned Giving and Leadership Donors to support Georgia Public Broadcasting by way of individuals and Family Foundations. The primary focus of this position is to support and enhance GPB’s existing Major Giving program by identifying, acquiring, cultivating and stewarding relationships. The Manager of Leadership Gifts reports to the Director of Leadership Giving. GPB is a statewide dual licensee comprised of 9 television stations and 20 radio stations that broadcast across the state of Georgia.

Job Responsibilities Include:
- Work collaboratively with the Director of Leadership Gifts to enhance GPB’s Major Giving efforts.
- Responsible for conducting the full range of activities required to create and steward relationships with GPB’s Major Donors.
- Create and implement a Mid-Level donor fundraising strategy.
- Serve as liaison with GPB’s Operations department to ensure data accuracy.
- Create, manage and/or participate in Leadership Giving cultivation and stewardship events.
- Assist with departmental fundraising, awareness and Community Engagement activities.
- Other duties as apparent or assigned.

Candidate Qualifications:
- Bachelor’s degree required, Master’s degree preferred, or a related field of study is required, or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
- Three years progressive experience in fundraising; beneficial to have experience in major gifts.
- Excellent oral and written communication skills.
- Ability to meet deadlines.
- Important to be assertive, confident, and personable – high degree of exposure to the public.
- A team player, willing to take on new tasks and responsibilities.
- Some local and statewide travel required.
- Able to work a flexible schedule, some nights, weekends, and holidays when needed.

We Offer: Paid holidays, vacation and sick leave, retirement plans; Pre-tax benefits for health, dental, vision, life, specified illness and accidental insurance; Health and childcare spending accounts; Disability insurance; and opportunities for training and professional development.

To Apply: Upload resume, cover letter, references and an applicant form on the GPB Job Center located at www.gpb.org/jobs. ONLY Applications submitted through the GPB Job Center with a complete application, resume AND cover letter WILL BE ACCEPTED.

Deadline to Apply: Open Until Filled

Georgia Public Broadcasting is an Equal Opportunity Employer.

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