



April 30, 2018

VIA POSTING TO FCC ONLINE PUBLIC INSPECTION FILE

Lewis C. Pulley
Assistant Chief, Policy Division
Media Bureau
Federal Communications Commission

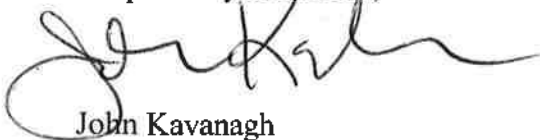
Re: Response to Broadcast EEO Audit Letter
Minnesota Public Radio
Station: KSJN FM, Minneapolis, MN
Facility ID No: 42911
fccfiling@mpr.org

Dear Mr. Pulley:

Submitted via the FCC online public inspections file at <https://publicfiles.fcc.gov/fm-profile/ksjn>, <https://publicfiles.fcc.gov/fm-profile/know>, <https://publicfiles.fcc.gov/fm-profile/kcmp>, Minnesota Public Radio, licensee of the above-referenced broadcast station, and the commonly owned station in the Minneapolis-St. Paul, MN station employment unit ("SEU"), the undersigned submits the SEU's response to your letter of February 26, 2018 concerning compliance with the Commission's Equal Employment Opportunity rules, 47 C.F.R. § 73.2080.¹

This submission consists of a sworn statement by Mette McLoughlin, CHRO and Senior Vice President, Shared Services of the licensee with copies of documentation responsive to your inquiry.

Respectfully submitted,



John Kavanagh

Senior Counsel

¹ On April 11, 2018, the SEU was granted an extension of time to file its response through April 30, 2018.

Declaration of Mette McLoughlin, Chief Human Resources Officer and Senior Vice President

I, Mette McLoughlin, hereby declare as follows:

1. I am the Chief Human Resources Officer and Senior Vice President, Shared Services for Minnesota Public Radio, the licensee of KSJN(FM), Minneapolis, MN (Fac ID #42951), which is part of a station employment unit based in Minneapolis, MN and which also includes KNOW(FM), Minneapolis-St. Paul, MN (Fac ID #42949) and KCMP(FM), Northfield, MN (Fac ID#62162) (the "SEU"). This Statement is being submitted in response to the February 26, 2018 letter of Lewis Pulley, Assistant Chief of the Policy Division of the Commission's Media Bureau concerning a random audit of the station's EEO compliance (the "EEO Audit Letter").

2. This SEU employs five or more full-time employees as the term is defined in the Commission's broadcast EEO rule, 47 C.F.R. § 73.2080(e)(1).

Minnesota Public Radio's website is <https://www.mpr.org/>. The most recent EEO reports are posted at

KSJN's station page is <https://www.mpr.org/public/fcc/ksjn/>.

KNOW's station page is <https://www.mpr.org/public/fcc/know/>.

KCMP's station page is <https://www.mpr.org/public/fcc/kcmp/>.

3. In response to Question 3(a) of the EEO Audit Letter, the SEU's two most recent EEO public file reports, as described in 47 C.F.R. § 73.2080(c)(6), are appended at Attachment A.

4. In response to Question 3(b) of the EEO Audit Letter, the licensee acknowledges that it is required to retain records documenting outreach to its recruitment sources to fill its full-time positions, including those used during the period covered by the above EEO public file reports. However, pursuant to the EEO Audit Letter, only one such notice per position is included at Attachment B.

5. In response to Question 3(c) of the EEO Audit Letter, the internal business records appended at Attachment B provide data concerning (a) the total number of interviewees for each vacancy and (b) the referral source for each interviewee for each particular full-time vacancy filled during the period covered by the above EEO public file reports.

6. In response to Question 3(d) of the EEO Audit Letter, documentation of the SEU's performance of four points worth of recruitment initiative activity as described in § 73.2080(c)(2) during this time period is appended at Attachment C with participating station personnel noted therein.

7. In response to Question 3(e) of the EEO Audit Letter, the license affirms that it is not aware of any discrimination complaints filed against the stations in this SEU during the current license term.

8. In response to Question 3(f) of the EEO Audit Letter, the licensee affirms that it has deployed an EEO compliance plan with the assistance of our outside communications counsel, Wiley Rein LLP ("Wiley Rein"). We have obtained and disseminated copies of Wiley Rein's "EEO Basics Binder." The EEO Basics Binder contains advice on how SEUs are to engage in broad recruitment for job vacancies and undertake recruitment initiatives and provide sample forms for collecting and maintaining the necessary recruitment data. Many of our recruitment sources (associations, publications, job fairs) focus on increasing employment opportunities for persons who are underrepresented in their professional field. Hiring managers are expected to have gender and ethnic diversity in their hiring pools. If that is not the case, they are expected to work with HR to identify qualified candidates who may have been overlooked and/or review the hiring criteria and recruitment tactics before making an offer.

We also partner with The Brand Lab, COCO, the National Association of Black Journalists, the National Association of Hispanic Journalists, and the Asian American Journalists Association. We have also taken the Minnesota Technology Diversity Pledge.

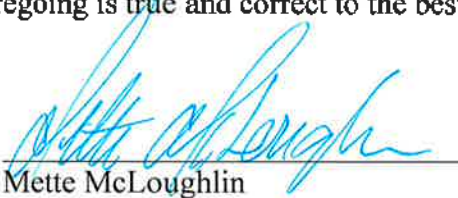
9. In response to Question 3(g) of the EEO Audit Letter, the licensee affirms that the SEU understands that it must periodically analyze the effectiveness of its EEO recruitment program by reviewing the productivity of sources on its recruitment list and the outcome of its recruitment initiatives. As noted above, we also partner with The Brand Lab, COCO, the National Association of Black Journalists, the National Association of Hispanic Journalists, and the Asian American Journalists Association. We have also taken the Minnesota Technology Diversity Pledge.

10. In response to Question 3(h) of the EEO Audit Letter, this SEU strives to comply with all federal, state and/or local laws regarding pay, benefits, seniority practices, promotions, and selection techniques and tests to ensure that the SEU provides equal opportunity and does not discriminate against employees or applicants and applies the same standards to Union and non-Union employees.

[SIGNATURE PAGE FOLLOWS]

**SIGNATURE PAGE TO
DECLARATION OF METTE MCLOUGHLIN**

I hereby declare under penalty of perjury that the foregoing is true and correct to the best of my knowledge, information and belief.


Mette McLoughlin

Executed on this 30th day of April 2018.

ATTACHMENT A

2015-2016 ANNUAL EEO PUBLIC FILE REPORT

Station(s): KNOW/KSJN/KCMP

Community(ies) of License: Minneapolis/St Paul, MN
Northfield, MN

Reporting Period: December 1, 2015 – November 30, 2016

Number of Full-time Employees:

314

Small Market Exemption:

N

The information required by FCC Rule 73.2080(c)(6) is provided in the charts that follow.

INITIATIVES

The employment unit engaged in the following broad outreach initiatives in accordance with various elements of FCC Rule 73.2080(c)(2):

Participated in at least 4 **job fairs** by station personnel who have substantial responsibility in making hiring decisions.

1) National Association of Black Journalists | National Convention and Career Fair

2) Excellence in Journalism | National Convention and Career Fair (collaboration with National Association of Hispanic Journalists, Radio Television Digital News Association, and Society of Professional Journalists

3) Asian American Journalists Association | National Convention and Career Fair

4) Columbia Graduate School of Journalism Career Fair

Established an **internship** program designed to assist members of the community to acquire skills needed for broadcast employment.

Describe: Internships are offered year-round for students and recent grads to develop skills for broadcast employment. Internships are paid with the option of also obtaining course credit.

Established **training** programs designed to enable station personnel to acquire skills that could qualify them for higher level positions.

Describe: An Emerging Leaders program is offered annually to develop the next generation of station leadership and retain our high potential employees.

Established a **mentoring** program for station personnel.

Describe: A mentoring program is built into the Emerging Leaders program described above.

Listed each **upper-level** category opening in a job bank or newsletter of media trade groups whose membership includes substantial participation of women and minorities.

Identify job banks/newsletters
California Chicano News Media Association (CCNMA), National Association of Black Journalists (NABJ), Asian American Journalists Association (AAJA), the National Association of Hispanic Journalists (NAHJ), journalismnext.com.

LIST OF POSITIONS FILLED

Hire Date	Posted Job	Referral Source of person hired
1/4/2016	Host, The Current (morning)	Employee Referral
1/14/2016	Senior Reporter, K 12 MPR News	Employee Referral
1/19/2016	Leadership and President's Circle Manager	Minnesota Council of Nonprofits
1/20/2016	Senior Reporter, Politics MPR News	Employee Referral
2/1/2016	Development Operations Specialist	Company Email
2/8/2016	Broadcast Engineer	Society of Broadcast Engineers
2/16/2016	Associate Software Engineer	Indeed
2/19/2016	Senior Producer, MPR News	Company Email
2/19/2016	Weekend Meteorologist	APM Careers Website
2/22/2016	Project Coordinator	APM Careers Website
3/14/2016	Senior Administrative Assistant, Philanthropic Development	Indeed
3/28/2016	Senior Administrative Assistant, MPR News	Randstad
3/28/2016	Producer, MPR	Employee Referral
5/4/2016	Director of Major and Planned Giving	Taylor Cohen (retained search)
5/16/2016	Senior Network Engineer	Facebook
6/27/2016	Web Developer	Employee Referral
7/5/2016	Associate Digital Producer	APM Careers Website
8/8/2016	Technical Director	Employee Referral
8/15/2016	Assistant Producer, Morning Edition	Refer.io
8/29/2016	Network Engineer	Robert Half
9/12/2016	Systems Administrator, Windows	Indeed
9/12/2016	Senior Reporter, MPR News (Rochester Bureau)	Employee Referral
10/5/2016	Membership "Direct" Fundraising Specialist	Employee Referral
10/24/2016	Senior Network Engineer	Employee Referral
1/11/2016	Manager, Development Operations	Company Email

INTERVIEWEE REFERRAL SOURCE SUMMARY

(Total number of persons interviewed during the reporting period: 204)

Recruitment Sources Referring Interviewees During Reporting Period	# of Persons Interviewed that the Source Referred
APM Careers Website	40
Allaccess.com	6
Company Email	3
Employee Referral	30
Facebook	10
Glassdoor	1
Indeed	57
Linked In	6
Minnesota Council of Nonprofits	13
MinnesotaWorks	1
Other Website	2
Pollen	2

Prime Digital Academy	1
Randstad	1
Refer.io	6
Robert Half	1
Simply Hired	1
Society of Broadcast Engineers	1
Twitter	3
Word of Mouth	18
www.jobdig.com	1

RECRUITING SOURCES USED

Recruiting Source	Contact Information
Allaccess.com	www.allaccess.com
All Digitocracy	http://alldigitocracy.org/jobs/
American Broadcasting School	http://www.radioschool.com/
American Public Media Careers website	http://americanpublicmedia.publicradio.org/careers/
Asian American Journalists Association (AAJA)	www.aaja.org and listserve
ASU Walter Cronkite School	http://cronkite.asu.edu/
Augsburg College; email: tilton@augsborg.com	http://www.augsburg.edu/cswl/
Bethel College; email: career-services@bethel.edu	www.bethel.edu/career-services/employers/post-job
Brown College	www.browncollege.edu
California Chicano News Media Association (CCNMA)	http://ccnma.org/
Carlson School of Management	http://www.cars.csom.umn.edu
Carlton College; email: careercenter@acs.carleton.edu	www.apps.carleton.edu/campus/career/employers
Center for Nonprofit Management	www.cnmsocal.org
College of St. Ben/St. John University	www.experience.com
College of St. Catherine	www.experience.com
Columbia Graduate School of Journalism - NYC; email: jh548@columbia.edu ; postjobs@jrn.columbia.edu	www.jrn.columbia.edu/
Concordia College	http://www2.nacelink.com/nl_central_employer.php
Corporation of Public Broadcasting (CPB)	www.cpb.org/jobline/
Craigslist	https://craigslist.org/

CURRENT Magazine; Email Menla@current.org (Kelsang Menla - contact)	www.current.org/advertise/adsclass.shtml
Djangogigs	www.djangogigs.com
Dunwoody College	https://www.dunwoody.edu/content/default.cfm?pid=83
Facebook: American Public Media Group Jobs	https://www.facebook.com/apmgjobs/?fref=ts
Glassdoor.com	https://www.glassdoor.com/index.htm
Grinnell College; email: career@grinnell.edu	www.grinnell.edu
Hamline University	http://www.hamline.edu/hamline_info/offices_services/student_relations/studentaffairs/cdc/employers/job_entry_for_m.html
Hennepin Technical College; email jobs@hennepintech.com	http://www.hennepintech.edu/
Indeed.com	http://www.indeed.com/
Institute of Production and Recording	www.ipr.edu
Internship Program	n/a
Job Fair	see Recruitment Initiatives for a list
JobPiper	http://jobpiper.com/
Jobs.com	http://www.jobs.com/
Journalismjobs.com	www.journalismjobs.com
Journalismnext.com	www.journalismnext.com
Linked In	www.linkedin.com
LOCUS	locus.mn@gmail.com
Luther College	http://career.luther.edu/careerconnection/index.html
Macalester College; email: cdc@macalester.edu	www.macalester.edu
McNally Smith College of Music	www.mcnallysmith.edu
mediabistro.com	www.mediabistro.com
Medill School of Journalism	www.medill.northwestern.edu/medill/
Metropolitan State University; email job postings to: career.services@metrostate.edu	http://www.metrostate.edu/career/employer.html
Mima.org	www.mima.org
Minneapolis College of Art & Design	www.mcadcareerservices.com
Minneapolis Community and Technical College; email: placement@minneapolis.edu	http://www.minneapolis.edu/index.cfm
Minnesota Broadcasters Association	www.minnesotabroadcasters.com/
Minnesota Council of Nonprofits	www.mncn.org
Minnesota Council on Foundations	www.mcf.org/
Minnesota Planned Giving Council	http://www.mnpgc.org/
Minnesotadiversity.com	www.minnesotadiversity.com
MinnesotaTechJobs	http://www.minnesotatechjobs.com/registration/?user_group_id=Employer

Minnesota Works	https://www.minnesotaworks.net/
Missouri School of Journalism; email: sengsavanhp@missouri.edu	http://journalism.missouri.edu/forms/job-form.html
MPR APM SCPR Company Intranet	http://infoserverwiki.publicradio.org/index.php/Main_Page
NAACP	http://www.naACP.org/
National Association of Black Journalists (NABJ) - MPR & SCPR separate logins	www.nabj.org
National Association of Broadcasters (NAB)	www.nab.org
National Association of Hispanic Journalists (NAHJ) email: jobbank@nahj.org	www.nahj.org
Native American Journalists Association (NAJA)	www.naja.com
New York University - Journalism; email: pamelanoel@nyu.edu	http://journalism.nyu.edu/careerservices/jobs/
NORTHFORCE	http://www.northforce.org/
NYFA – New York Foundation for the Arts	https://www.nyfa.org/
Online News Association	http://journalists.org/networking/job_postings.asp
Oodle.com	http://jobs.oodle.com/careers/saint-paul-mn/
PaidContent.org	www.paidcontent.org
Pew Center for Civic Journalism; email: rwyhof@pccj.org	http://www.pewcenter.org/
Pollen	www.pollenmidwest.org
Power to Fly	https://www.powertofly.com/
Poynter Institute (Journalism)	www.poynter.org
PRADO Listserve	http://www.pradoweb.org/index.asp?Type=B_BASIC&SEC=%7BE223A5B0-4CA9-468D-8A3A-A56B7C6D8406%7D
Prime Digital Academy	https://primeacademy.io/
Radio-Television News Directors Association (RTNDA)	www.rtna.org/jobs/
Randstad (employment agency)	https://www.randstadusa.com/
Refer.io	www.refer.io
SimplyHired	http://www.simplyhired.com/
Society of Broadcast Engineers (national)	http://www.sbe.org/career_jobsonline.php
Springboard for the Arts	http://springboardforthearts.org/resources-and-referrals/post-a-job/
St. Cloud State University; email: jobpost@stcloudstate.edu	http://www.stcloudstate.edu/careerservices/

St. Paul Technical College	https://www.myinterfase.com/saintpaul/employer/
Stackoverflow	www.careers.stackoverflow.com
The Academy of Radio Broadcasting	http://arbradio.com/
The Chronicle of Philanthropy Careers	http://careers.philanthropy.com
triplearadio.com	www.triplearadio.com
Trovit	https://www.trovit.com/
TV and Radio Jobs	http://tvandradijobs.com/cgi-bin/classifieds/classifieds.cgi
Twin Cities Diversity Roundtable	Email newsletter
Twitter	https://twitter.com/apmgjobs
UC Berkeley Graduate School of Journalism	http://journalism.berkeley.edu/
UCLA	http://ucla-csm.symplicity.com//employers
University of Minnesota Duluth	http://careers.d.umn.edu/joblink/
University of Minnesota School of Journalism	https://goldpass.umn.edu/goldpass
University of St. Thomas	http://www.stthomas.edu/cob/graduate/careers/
University of Wisconsin - LaCrosse; email: career@mail.uwlax.edu	http://www.uwlax.edu/
US Jobs	http://us.jobs/
Wartburg College	www.wartburg.edu

2016-2017 ANNUAL EEO PUBLIC FILE REPORT

Station(s): KNOW/KSJN/KCMP
Community(ies) of License: Minneapolis/St Paul, MN
Northfield, MN

Reporting Period: December 1, 2016 – November 30, 2017

Number of Full-time Employees: 314
Small Market Exemption: N

The information required by FCC Rule 73.2080(c)(6) is provided in the charts that follow.

INITIATIVES

The employment unit engaged in the following broad outreach initiatives in accordance with various elements of FCC Rule 73.2080(c)(2):

Participated in at least 4 **job fairs** by station personnel who have substantial responsibility in making hiring decisions.

1) National Association of Black Journalists | National Convention and Career Fair

2) Excellence in Journalism | National Convention and Career Fair (collaboration with National Association of Hispanic Journalists, Radio Television Digital News Association, and Society of Professional Journalists

3) Asian American Journalists Association | National Convention and Career Fair

4) Columbia Graduate School of Journalism Career Fair

Established an **internship** program designed to assist members of the community to acquire skills needed for broadcast employment.

Describe: Internships are offered year-round for students and recent grads to develop skills for broadcast employment. Internships are paid with the option of also obtaining course credit.

Established **training** programs designed to enable station personnel to acquire skills that could qualify them for higher level positions.

Describe: An Emerging Leaders program is offered annually to develop the next generation of station leadership and retain our high potential employees.

Established a **mentoring** program for station personnel.

Describe: A mentoring program is built into the Emerging Leaders program described above.

Listed each **upper-level** category opening in a job bank or newsletter of media trade groups whose membership includes substantial participation of women and minorities.

Identify job banks/newsletters California Chicano News Media Association (CCNMA), National Association of Black Journalists (NABJ), Asian American Journalists Association (AAJA), the National Association of Hispanic Journalists (NAHJ), journalismnext.com, Native American Journalists Association (NAJA).

LIST OF POSITIONS FILLED

Hire Date	Posted Job	Referral Source of Person Hired
2/13/2017	Reporter II, Water and Environment - St Cloud	Employee Referral
2/21/2017	Music Assistant, The Current	Employee Referral
3/1/2017	Traffic Associate	Word of Mouth
3/6/2017	Stewardship Coordinator	APM Careers Website
4/17/2017	Digital Campaign Specialist	Word of Mouth
5/8/2017	Supervisor, Member & Audience Svcs	Employee Referral
5/8/2017	Project Coordinator Underwriting	APM Careers Website
6/7/2017	Associate Web Developer OR Web Developer	Facebook
6/12/2017	Corporate Revenue Director	Employee Referral
7/6/2017	Member and Audience Services Representative	Employee Referral
7/10/2017	Digital Product Designer	Dribble
7/23/2017	Membership Mid-Level Specialist	Word of Mouth
8/14/2017	Sr Administrative Assistant	Minnesota Council of Nonprofits
8/21/2017	Membership Direct Fundraising Specialist	Employee Referral
9/18/2017	Regional Fundraising Specialist	APM Careers Website
9/18/2017	Associate Producer-MPR, ATC	APM Careers Website
9/21/2017	Digital Producer, Climate & Environment	Employee Referral
10/16/2017	Membership Project Specialist	Refer.io
10/16/2017	National Fundraising Manager	Employee Referral
10/16/2017	Senior Digital Producer, Classical Music	APM Careers Website
10/18/2017	Salesforce Administrator, CRM	Minnesota Council of Nonprofits
10/18/2017	Master Control Specialist-Weekend Overnight	Employee Referral
11/20/2017	Broadcast Systems Software Developer	Indeed
11/27/2017	Producer, MPR Climate Cast	Employee Referral
11/27/2017	Sr Administrative Assistant, Philanthropic Development	APM Careers Website

INTERVIEWEE REFERRAL SOURCE SUMMARY

(Total number of persons interviewed during the reporting period: 212)

Recruitment Sources Referring Interviewees During Reporting Period	# of Persons Interviewed that the Source Referred
APM Careers Website	41
Beyond Organic	1
Email	5
Employee Referral	41
Facebook	3
Friend	1
Glassdoor	6

Google	1
Indeed	43
Internal Website	1
Journalismjobs.com	1
Linked In	11
Minnesota Council of Nonprofits	17
Office Team	1
Other	4
Other Website	4
Refer.io	16
Simply Hired	1
Word of Mouth	13
Zip Recruiter	1

RECRUITING SOURCES USED

Recruiting Source	Contact Information
Allaccess.com	www.allaccess.com
All Digitocracy	http://alldigitocracy.org/jobs/
American Broadcasting School	http://www.radioschool.com/
American Public Media Careers website	http://americanpublicmedia.publicradio.org/careers/
Asian American Journalists Association (AAJA)	www.aaja.org and listserve
ASU Walter Cronkite School	http://cronkite.asu.edu/
Augsburg College; email: tilton@augsborg.com	http://www.augsburg.edu/cswl/
Bethel College; email: career-services@bethel.edu	www.bethel.edu/career-services/employers/post-job
Brown College	www.browncollege.edu
California Chicano News Media Association (CCNMA)	http://ccnma.org/
Carlson School of Management	http://www.cars.csom.umn.edu
Carlton College; email: careercenter@acs.carleton.edu	www.apps.carleton.edu/campus/career/employers
Center for Nonprofit Management	www.cnmsocal.org
College of St. Ben/St. John University	www.experience.com
College of St. Catherine	www.experience.com
Columbia Graduate School of Journalism - NYC; email: jh548@columbia.edu; postjobs@jrn.columbia.edu	www.jrn.columbia.edu/

Concordia College	http://www2.nacelink.com/nl_central_employer.php
Corporation of Public Broadcasting (CPB)	www.cpb.org/jobline/
CURRENT Magazine; Email Menla@current.org (Kelsang Menla - contact)	www.current.org/advertise/adsclass.shtml
Djangogigs	www.djangogigs.com
Dunwoody College	https://www.dunwoody.edu/content/default.cfm?pid=83
Facebook: American Public Media Group Jobs	https://www.facebook.com/apmgjobs/?fref=ts
Glassdoor.com	https://www.glassdoor.com/index.htm
Grinnell College; email: career@grinnell.edu	www.grinnell.edu
Hamline University	http://www.hamline.edu/hamline_info/offices_services/student_relations/studentaffairs/cdc/employers/job_entry_for_m.html
Hennepin Technical College; email jobs@hennepintech.com	http://www.hennepintech.edu/
Indeed.com	http://www.indeed.com/
Institute of Production and Recording	www.ipr.edu
Job Fair	see Recruitment Initiatives for a list
JobPiper	http://jobpiper.com/
Jobs.com	http://www.jobs.com/
Journalismjobs.com	www.journalismjobs.com
Journalismnext.com	www.journalismnext.com
LinkedIn	www.linkedin.com
LOCUS	locus.mn@gmail.com
Luther College	http://career.luther.edu/careerconnection/index.html
Macalester College; email: cdc@macalester.edu	www.macalester.edu
McNally Smith College of Music	www.mcnallysmith.edu
mediabistro.com	www.mediabistro.com
Medill School of Journalism	www.medill.northwestern.edu/medill/
Metropolitan State University; email job postings to: career.services@metrostate.edu	http://www.metrostate.edu/career/employer.html
Mima.org	www.mima.org
Minneapolis College of Art & Design	www.mcadcareerservices.com
Minneapolis Community and Technical College; email: placement@minneapolis.edu	http://www.minneapolis.edu/index.cfm
Minnesota Broadcasters Association	www.minnesotabroadcasters.com/
Minnesota Council of Nonprofits	www.mncn.org
Minnesota Council on Foundations	www.mcf.org/
Minnesota Planned Giving Council	http://www.mnpgc.org/

Minnesotadiversity.com	www.minnesotadiversity.com
MinnesotaTechJobs	http://www.minnesotatechjobs.com/registration/?user_group_id=Employer
Minnesota Works	https://www.minnesotaworks.net/
Missouri School of Journalism; email: sengsavanhp@missouri.edu	http://journalism.missouri.edu/forms/job-form.html
MPR APM SCPR Company Intranet	http://infoserverwiki.publicradio.org/index.php/Main_Page
NAACP	http://www.naACP.org/
National Association of Black Journalists (NABJ) - MPR & SCPR separate logins	www.nabj.org
National Association of Broadcasters (NAB)	www.nab.org
National Association of Hispanic Journalists (NAHJ) email: jobbank@nahj.org	www.nahj.org
Native American Journalists Association (NAJA)	www.naja.com
New York University - Journalism; email: pamela.noel@nyu.edu	http://journalism.nyu.edu/careerservices/jobs/
NORTHFORCE	http://www.northforce.org/
NYFA – New York Foundation for the Arts	https://www.nyfa.org/
Online News Association	http://journalists.org/networking/job_postings.asp
Oodle.com	http://jobs.oodle.com/careers/saint-paul-mn/
PaidContent.org	www.paidcontent.org
Pew Center for Civic Journalism; email: rwyhof@pccj.org	http://www.pewcenter.org/
Pollen	www.pollenmidwest.org
Poynter Institute (Journalism)	www.poynter.org
PRADO Listserve	http://www.pradoweb.org/index.asp?Type=B_BASIC&SEC=%7BE223A5B0-4CA9-468D-8A3A-A56B7C6D8406%7D
Prime Digital Academy	https://primeacademy.io/
Radio-Television News Directors Association (RTNDA)	www.rtna.org/jobs/
Randstad (employment agency)	https://www.randstadusa.com/
Refer.io	www.refer.io
SimplyHired	http://www.simplyhired.com/
Society of Broadcast Engineers (national)	http://www.sbe.org/career_jobsonline.php
Springboard for the Arts	http://springboardforthearts.org/resources-and-referrals/post-a-job/

St. Cloud State University; email: jobpost@stcloudstate.edu	http://www.stcloudstate.edu/careerservices/
St. Paul Technical College	https://www.myinterfase.com/saintpaul/employer/
Stackoverflow	www.careers.stackoverflow.com
The Academy of Radio Broadcasting	http://arbradio.com/
The Chronicle of Philanthropy Careers	http://careers.philanthropy.com
triplearadio.com	www.triplearadio.com
Trovit	https://www.trovit.com/
TV and Radio Jobs	http://tvandradijobs.com/cgi-bin/classifieds/classifieds.cgi
Twin Cities Diversity Roundtable	Email newsletter
Twitter	https://twitter.com/apmgjobs
UC Berkeley Graduate School of Journalism	http://journalism.berkeley.edu/
UCLA	http://ucla-csm.symplicity.com//employers
University of Minnesota Duluth	http://careers.d.umn.edu/joblink/
University of Minnesota School of Journalism	https://goldpass.umn.edu/goldpass
University of St. Thomas	http://www.stthomas.edu/cob/graduate/careers/
University of Wisconsin - LaCrosse; email: career@mail.uwlax.edu	http://www.uwlax.edu/
US Jobs	http://us.jobs/
Wartburg College	www.wartburg.edu

ATTACHMENT B

Response to FCC Audit Letter dated February 26, 2018

Station(s): KNOW/KSJN/KCMP

Community(ies) of License: Minneapolis/St Paul, MN
Northfield, MN

Reporting Period: December 1, 2015 – November 30, 2016

Number of Full-time Employees: 314

Small Market Exemption: N

Required documentation for each of the positions filled during the reporting period follows
A screen shot is provided for each vacancy from our recruitment software showing
the job boards and other organizations to which our job postings are delivered.

Host, The Current (morning)

Sources of Interviewees

Source

3 Employee Referral

2 Other

1 Facebook

Paid Job Boards									
	Date Posted	Requested By	Job ID	Job Title	Department	Job Start Date	Job Board Name	Amount	Job Board Email
1.	19-Jun-2015 15:38:48 MST	Karl DeLap	238575	Host, The Current #211-15	Minnesota Public Radio - MPR, The Current - 20KA	19-Jun-2015	TV and Radio Jobs	\$0.00	
2.	19-Jun-2015 11:14:52 MST	Karl DeLap	238575	Host, The Current #211-15	Minnesota Public Radio - MPR, The Current - 20KA	19-Jun-2015	Southern CA Broadcasters Assoc	\$0.00	edostal@scba.com
3.	19-Jun-2015 11:14:52 MST	Karl DeLap	238575	Host, The Current #211-15	Minnesota Public Radio - MPR, The Current - 20KA	19-Jun-2015	American Broadcasting School	\$0.00	michelle@radioschool.com
4.	19-Jun-2015 11:14:52 MST	Karl DeLap	238575	Host, The Current #211-15	Minnesota Public Radio - MPR, The Current - 20KA	19-Jun-2015	Academy of Radio Broadcasting	\$0.00	doreen@arbradio.com
5.	19-Jun-2015 11:14:51 MST	Karl DeLap	238575	Host, The Current #211-15	Minnesota Public Radio - MPR, The Current - 20KA	19-Jun-2015	NAACP	\$0.00	tillmannaacp@aol.com
6.	19-Jun-2015 11:14:51 MST	Karl DeLap	238575	Host, The Current #211-15	Minnesota Public Radio - MPR, The Current - 20KA	19-Jun-2015	Native American Connections	\$0.00	http://nativeconnections.org
								Total: \$0.00	
Automated Job Boards									
	Date Posted	Requested By	Job ID	Job Title	Department	Job Start Date	Job Board Name	Amount	
1.	19-Jun-2015 12:14:18 MST	Karl DeLap	238575	Host, The Current #211-15	Minnesota Public Radio - MPR, The Current - 20KA	19-Jun-2015	US Jobs	Free	
2.	19-Jun-2015 12:14:18 MST	Karl DeLap	238575	Host, The Current #211-15	Minnesota Public Radio - MPR, The Current - 20KA	19-Jun-2015	Twitter JobWatch (USA only)	Free	
3.	19-Jun-2015 12:14:18 MST	Karl DeLap	238575	Host, The Current #211-15	Minnesota Public Radio - MPR, The Current - 20KA	19-Jun-2015	Trovit	Free	
4.	19-Jun-2015 12:14:18 MST	Karl DeLap	238575	Host, The Current #211-15	Minnesota Public Radio - MPR, The Current - 20KA	19-Jun-2015	SimplyHired	Free	
5.	19-Jun-2015 12:14:18 MST	Karl DeLap	238575	Host, The Current #211-15	Minnesota Public Radio - MPR, The Current - 20KA	19-Jun-2015	Recruit.net	Free	
6.	19-Jun-2015 12:14:18 MST	Karl DeLap	238575	Host, The Current #211-15	Minnesota Public Radio - MPR, The Current - 20KA	19-Jun-2015	Oodle.com	Free	
7.	19-Jun-2015 12:14:18 MST	Karl DeLap	238575	Host, The Current #211-15	Minnesota Public Radio - MPR, The Current - 20KA	19-Jun-2015	JuJu.com (USA Only)	Free	
8.	19-Jun-2015 12:14:18 MST	Karl DeLap	238575	Host, The Current #211-15	Minnesota Public Radio - MPR, The Current - 20KA	19-Jun-2015	Jooble	Free	
9.	19-Jun-2015 12:14:18 MST	Karl DeLap	238575	Host, The Current #211-15	Minnesota Public Radio - MPR, The Current - 20KA	19-Jun-2015	Monster Controlled (USA Only)	Free	

The Current is looking for a new morning host to help create a forward-thinking music focused public radio morning show. The host must fit into our award-winning team, mixing deep musical knowledge, a curiosity for culture, and an ability to attract and grow our audience, while serving as an ambassador to our community.

89.3 The Current serves Minneapolis/St. Paul and the world with new music, in-studio performances and events that reach out to our community.

An ideal candidate would mix strong skills as part of an on-air team, plus social media/digital skills, strong organizational sense and an ability to conduct engaging public appearances representing The Current.

Application deadline: July 10, 2015

Position Responsibility:

- Inform and entertain audiences in the morning show, working with a co-host.
- Work together with the morning team to choose topics and guests, schedule music, and execute content creation for the show.
- Prepare for, conduct, produce, and edit interviews with various guests.
- Write and produce intros, promos, and scripts.
- Participate in the production of programs and other show elements.
- Stay informed on issues, personalities, and topics in current music, arts, news, sports, and beyond.
- Participate in any other production and promotion necessary for the program.
- Use social media to explore how the show's digital content can be used to increase the station's brand awareness.
- Operate the broadcast board, play to air system, and all studio equipment.
- Schedule and perform live and voice-tracked air shifts filled with inventive music and compelling breaks beyond the mornings (as needed).
- Perform voice overs for other platforms like Slacker Radio or our alternate streams.
- Host live or live-to-tape events.
- Write for the web including album reviews, blog posts, and features as assigned by PD and Digital teams.
- Edit content using Dalet or ProTools including in-studio sessions, songs, and breaks.
- Participate in the promotion of The Current and Minnesota Public Radio, including frequent formal and informal public appearances and on-air fundraising activities.
- Understand and comply with FCC Broadcast Regulations.
- Other duties as assigned.

Required Education and Experience:

- BA or equivalent work experience required.
- 3-5 years of relevant broadcast experience is required.

Required Skills, Knowledge and Abilities:

- Knowledge of and passion for the music played on The Current.
- Knowledge of current events.
- Engaging on-air presence.
- Curiosity and enthusiasm about ways to bring new listeners to the station.

- Driven to engage with our community.
- Proven ability to creatively and efficiently write for, talk to, and engage a radio and on-line audience.
- Broad range of music knowledge and demonstrated ability to discuss that knowledge in reports and interviews.
- Ability to work quickly and efficiently under deadline pressure.
- Demonstrated ability to work as part of a team.
- Excellent interviewing, organization, and writing skills.
- Ability to develop contacts and professional relationships in fine arts and music organizations.
- Knowledge of public radio system including its stations and audience composition.
- An appreciation for public radio.

Preferred Skills and Experience:

- Experience in announcing and production is preferred.
- Knowledge of Internet tools helpful.

Reporting To This Position: None

Physical Demands and Working Conditions:

- **Must be able to perform the essential duties of the position with or without reasonable accommodation.**
- **Physical Demands:**
 - o Required to move about in an office environment and sit for extended periods of time
 - o Frequent use of hands for data entry/keystrokes and simple grasping.
- **Working Conditions:**
 - o Moderate noise level
 - o Occasional exposure to prevalent weather conditions.

Senior Reporter, K 12

Sources of Interviewees

2 Employee Referral

2 Indeed

5 APM Careers Website

1 Word of Mouth

Job Ad Tracking Report									
https://admin.applicantpro.com/reports/report/?report=ad_tracking&id=2134									
Automated Job Boards									
	Date Posted	Requested By	Job ID	Job Title	Department	Job Start Date	Job Board Name	Amount	Job Board Email
1.	16-Sep-2015 16:54:31 MST	Kari DeLap	276072	Senior Reporter, K 12 #130-16	Minnesota Public Radio - MPR News, Newsroom - 17HB	16-Sep-2015	TV and Radio Jobs	\$0.00	
2.	16-Sep-2015 09:43:49 MST	Kari DeLap	276072	Senior Reporter, K 12 #130-16	Minnesota Public Radio - MPR News, Newsroom - 17HB	16-Sep-2015	ASU Walter Cronkite School	\$0.00	mike.wong@asu.edu
3.	16-Sep-2015 09:43:49 MST	Kari DeLap	276072	Senior Reporter, K 12 #130-16	Minnesota Public Radio - MPR News, Newsroom - 17HB	16-Sep-2015	NAACP	\$0.00	tillmannaacp@aol.com
4.	16-Sep-2015 09:43:49 MST	Kari DeLap	276072	Senior Reporter, K 12 #130-16	Minnesota Public Radio - MPR News, Newsroom - 17HB	16-Sep-2015	Native American Connections	\$0.00	http://nativeconnections.org
5.	16-Sep-2015 09:43:49 MST	Kari DeLap	276072	Senior Reporter, K 12 #130-16	Minnesota Public Radio - MPR News, Newsroom - 17HB	16-Sep-2015	Southern CA Broadcasters Assoc	\$0.00	edostal@scba.com
6.	16-Sep-2015 09:43:48 MST	Kari DeLap	276072	Senior Reporter, K 12 #130-16	Minnesota Public Radio - MPR News, Newsroom - 17HB	16-Sep-2015	Academy of Radio Broadcasting	\$0.00	doreen@arbradio.com
7.	16-Sep-2015 09:43:48 MST	Kari DeLap	276072	Senior Reporter, K 12 #130-16	Minnesota Public Radio - MPR News, Newsroom - 17HB	16-Sep-2015	American Broadcasting School	\$0.00	michelle@radioschool.com
8.	16-Sep-2015 09:43:48 MST	Kari DeLap	276072	Senior Reporter, K 12 #130-16	Minnesota Public Radio - MPR News, Newsroom - 17HB	16-Sep-2015	Asian American Journalist Association	\$0.00	maricas@aaaja.com
								Total:	\$0.00
Automated Job Boards									
	Date Posted	Requested By	Job ID	Job Title	Department	Job Start Date	Job Board Name	Amount	
1.	17-Sep-2015 10:19:33 MST	Kari DeLap	276072	Senior Reporter, K 12 #130-16	Minnesota Public Radio - MPR News, Newsroom - 17HB	16-Sep-2015	Glassdoor.com	Free	
2.	17-Sep-2015 10:19:33 MST	Kari DeLap	276072	Senior Reporter, K 12 #130-16	Minnesota Public Radio - MPR News, Newsroom - 17HB	16-Sep-2015	Job Inventory	Free	
3.	17-Sep-2015 10:19:33 MST	Kari DeLap	276072	Senior Reporter, K 12 #130-16	Minnesota Public Radio - MPR News, Newsroom - 17HB	16-Sep-2015	Monster Controlled (USA Only)	Free	
4.	17-Sep-2015 10:19:33 MST	Kari DeLap	276072	Senior Reporter, K 12 #130-16	Minnesota Public Radio - MPR News, Newsroom - 17HB	16-Sep-2015	Jooble	Free	
5.	17-Sep-2015 10:19:33 MST	Kari DeLap	276072	Senior Reporter, K 12 #130-16	Minnesota Public Radio - MPR News, Newsroom - 17HB	16-Sep-2015	JoJu.com (USA Only)	Free	
6.	17-Sep-2015 10:19:33 MST	Kari DeLap	276072	Senior Reporter, K 12 #130-16	Minnesota Public Radio - MPR News, Newsroom - 17HB	16-Sep-2015	Oodle.com	Free	
7.	17-Sep-2015 10:19:33 MST	Kari DeLap	276072	Senior Reporter, K 12 #130-16	Minnesota Public Radio - MPR News, Newsroom - 17HB	16-Sep-2015	Recruit.net	Free	
8.	17-Sep-2015 10:19:33 MST	Kari DeLap	276072	Senior Reporter, K 12 #130-16	Minnesota Public Radio - MPR News, Newsroom - 17HB	16-Sep-2015	SimplyHired	Free	

The Senior Reporter reports, writes and produces daily news and longer form features and program segments for newscasts, news magazine programs and the Minnesota Public Radio (MPR) News Website.

This position will primarily cover issues related to education, from pre-K through high school, including those related to achievement gaps, testing, finances and accountability. Though part of the job requires coverage of meetings, news conferences and other events related to schools and education, the reporter's primary focus will be on developing original enterprise stories that expand the audience's understanding of Minnesota's vast pre-K through 12th grade system. The Senior Reporter may also occasionally contribute to editing/hosting.

Application deadline: October 7, 2015

Position Responsibility:

- Guides coverage of pre-K through 12th grade education.
- Breaks stories.
- Maintains a wide variety of sources.
- Develops ideas/proposals for reports and programs.
- Delivers substantive reports with a quick turnaround on varied subjects within deadlines.
- Gathers information and audio for reports and programs.
- Pitches and reports breaking news and feature stories. Pitches newsworthy ideas that tie into current events and advance news coverage.
- Provides "live" reports and hosts two-ways at an expert level.
- Delivers stories with fully developed on-air style and originality in writing.
- Performs public outreach, as needed.
- Produces for website with writing and photography (supplying additional audio, visual material, related Web resources).
- Serves as lead on special projects (documentary or series).
- May be called upon to fill in as Editor and/or Host.
- Manages multiple assignments of short and long term duration.
- Brings complicated ideas to air in collaboration with Editors.
- Other duties as assigned.

Required Education and Experience:

- Bachelor's degree in Journalism or equivalent work experience.
- Five or more years experience reporting or other applicable experience.
- Experience covering a beat.

Required Skills, Knowledge and Abilities:

- Ability to take complex detailed information and summarize into a condensed and easy to understand format.
- Ability to develop signature sound of voice and writing.
- Wide and deep knowledge of beat reporting areas of coverage, developed source network.
- Ability to deliver sophisticated analytical reporting.
- Ability to edit on desk and projects as needed.
- Creative use of sound, writing and storytelling.
- Mastery of all recording and production equipment and techniques.
- Employs sophisticated and creative production techniques.
- Ability to mentor and guide the work of others.
- Ability to operate independently on story construction, content and writing.
- Expertise in multiple topic areas.
- Ability to tackle increasingly difficult projects.
- Ability to find unexpected angles in stories, even in saturated topics.
- Ability to deliver stories at a level comparable to top-quality reporters in the field or on beat.

Preferred Skills and Experience:

- Thorough knowledge of education issues, including those related to achievement gaps, testing, school finances, and accountability.
- Experience filing data practices requests.
- Ability to create and maintain spreadsheets and databases, as well as analyze data.

Reporting To This Position: None

Physical Demands and Working Conditions:

- Must be able to perform the essential duties of the position with or without reasonable accommodation.
- Physical Demands:
 - o Required to move about in an office environment and sit for extended periods of time
 - o Required to move about in the community
 - o Frequent use of hands for data entry/keystrokes and simple grasping
- Working Conditions:
 - o Moderate noise level
 - o Occasional exposure to prevalent weather conditions

Diversity creates a healthier atmosphere: All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law.

Leadership & President's Circle Manager

Sources of Interviewees

2 APM Careers Website

1 Other

2 Minnesota Council of Nonprofits

1 Indeed

1 Employee Referral

1 Other Website - pollenmidwest.org

To 16 Apr 2018								
Filter Bookmark This Report Export to CSV								
Paid Job Boards								
No paid job board results								
Automated Job Boards								
	Date Posted	Requested By	Job ID	Job Title	Department	Job Start Date	Job Board Name	Amount
1.	14-Sep-2015 10:07:50 MST	Karl DeLap	275077	Leadership & President's Circle Manager #128-16	American Public Media - APM, Business Development/National Underwriting Sales - 13DA	14-Sep-2015	US Jobs	Free
2.	14-Sep-2015 10:07:50 MST	Karl DeLap	275077	Leadership & President's Circle Manager #128-16	American Public Media - APM, Business Development/National Underwriting Sales - 13DA	14-Sep-2015	Twitter JobWatch (USA only)	Free
3.	14-Sep-2015 10:07:50 MST	Karl DeLap	275077	Leadership & President's Circle Manager #128-16	American Public Media - APM, Business Development/National Underwriting Sales - 13DA	14-Sep-2015	Trovit	Free
4.	14-Sep-2015 10:07:50 MST	Karl DeLap	275077	Leadership & President's Circle Manager #128-16	American Public Media - APM, Business Development/National Underwriting Sales - 13DA	14-Sep-2015	SimplyHired	Free
5.	14-Sep-2015 10:07:50 MST	Karl DeLap	275077	Leadership & President's Circle Manager #128-16	American Public Media - APM, Business Development/National Underwriting Sales - 13DA	14-Sep-2015	Recruit.net	Free
6.	14-Sep-2015 10:07:50 MST	Karl DeLap	275077	Leadership & President's Circle Manager #128-16	American Public Media - APM, Business Development/National Underwriting Sales - 13DA	14-Sep-2015	Oodle.com	Free
7.	14-Sep-2015 10:07:50 MST	Karl DeLap	275077	Leadership & President's Circle Manager #128-16	American Public Media - APM, Business Development/National Underwriting Sales - 13DA	14-Sep-2015	JuJu.com (USA Only)	Free
8.	14-Sep-2015 10:07:50 MST	Karl DeLap	275077	Leadership & President's Circle Manager #128-16	American Public Media - APM, Business Development/National Underwriting Sales - 13DA	14-Sep-2015	Jooble	Free
9.	14-Sep-2015 10:07:50 MST	Karl DeLap	275077	Leadership & President's Circle Manager #128-16	American Public Media - APM, Business Development/National Underwriting Sales - 13DA	14-Sep-2015	Monster Controlled (USA Only)	Free
10.	14-Sep-2015 10:07:50 MST	Karl DeLap	275077	Leadership & President's Circle Manager #128-16	American Public Media - APM, Business Development/National Underwriting Sales - 13DA	14-Sep-2015	Job Inventory	Free
11.	14-Sep-2015 10:07:50 MST	Karl DeLap	275077	Leadership & President's Circle Manager #128-16	American Public Media - APM, Business Development/National Underwriting Sales - 13DA	14-Sep-2015	Glassdoor.com	Free
12.	14-Sep-2015 09:59:45 MST	Karl DeLap	275077	Leadership & President's Circle Manager #128-16	American Public Media - APM, Business Development/National Underwriting Sales - 13DA	14-Sep-2015	Indeed Organic	Free

The Leadership & President's Circle Manager is responsible for raising and growing unrestricted revenue by managing the Leadership Circle and President's Circle annual membership campaigns (revenue responsibility of approximately \$3.0 million in the current fiscal year) for Minnesota Public Radio. This position is the central point of contact for leadership donors and manages the renewal and acknowledgment processes for Leadership (\$1,200-\$9,999) and President's Circle (\$10,000+) level accounts. Campaign management also includes strategic planning and long-term vision for Leadership and President's Circle growth; creating and executing on a comprehensive communication plan; planning and managing engagement activities and events for the Leadership and President's Circle group; and qualifying high potential donors for management by members of the Major Gifts team. This role works closely and collaborates with the Membership team and other departments to coordinate and align activities across the organization in furthering best practices for the annual solicitation processes of leadership-level donors at Minnesota Public Radio.

Application deadline: October 5, 2015

Position Responsibility:

- Manages Leadership Circle (\$1,200-\$9,999) and President's Circle (\$10,000 +) annual campaigns for personalized renewal, acquisition, and acknowledgment to raise annual operating income.
- Works with the Directors of Major Gifts and Membership in developing strategies and tactics to maximize opportunities from Leadership/President's Circle and realize long-term growth potential of unrestricted operating revenue for MPR.
- Works with the Major Gifts and Membership teams to develop Leadership Circle acquisition strategies and engagement activities that impact donors at all giving levels.
- Develops a comprehensive communication plan to promote accelerated growth of leadership level annual giving, including the production of Leadership Circle program materials and benefits, renewal letters and email templates, on-air messaging, and regular personalized communications.
- Responsible for securing and tracking revenue from annual Leadership Circle donors and developing strategies for increasing annual gift retention and upgrades.
- Develops a plan for personal contact and advancing relationships with a sub-set of Leadership Circle donors (ranging from 20 to 40 accounts).
- Collaborates with the Leadership Giving Specialist in planning and executing donor events, such as the Broadcast Journalist Series breakfasts, Inside the Studio, Behind the Mic luncheons, and special receptions for donor engagement to maximize major gift prospect and program potential.
- Collaborates with the Leadership Giving Specialist to maintain the events schedule, planning documents, data, and analysis.
- Serves as the central contact for Leadership & President's Circle processes and donor relations issues across Major Gifts and Membership teams.
- Manages stock gift requests from individual donors; communicating stock delivery instructions, maintaining frequent contact with MPR's stockbroker, and processing once stock is liquidated.
- Hosts in-person donor visits and station tours as needed.
- Participates in evening and weekend events as needed.
- Other duties as assigned.

Required Education and Experience:

- Bachelor's degree or equivalent work experience.
- 3-5 years of experience in an annual giving program.
- Experience in contacting donors and/or customer service.

Required Skills, Knowledge and Abilities:

- Excellent communications skills, interpersonal and written.
- Well-developed collaboration and team work skills, across organizational departments.
- Ability to prioritize multiple responsibilities.
- Ability to analyze data and develop reporting requests to refine growth and engagement strategies.
- High energy and a positive attitude.
- Ability to deliver results on-time and on-budget, working across organizational departments.
- Strong attention to detail.
- Working knowledge of database management.
- Proficiency in Microsoft-based software.

Preferred Skills and Experience:

- Experience with major giving or fundraising event management.
- Program development experience.
- Experience working with the public in an external capacity.

Reporting To This Position: Leadership Giving Specialist

Physical Demands and Working Conditions:

- Must be able to perform the essential duties of the position with or without reasonable accommodation.
- Physical Demands:
 - o Required to move about in an office environment and sit for extended periods of time.
 - o Required to move about in the community.
 - o Frequent use of hands for data entry/keystrokes and simple grasping.
- Working Conditions:
 - o Moderate noise level.
 - o Occasional exposure to prevalent weather conditions.

Diversity creates a healthier atmosphere: All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law.

Senior Reporter, MPR (Politics)

Sources of Interviewees

1 Word of Mouth

1 Refer.io

1 APM Careers Website

3 Employee Referral

Job Ad Tracking Report									
https://admin.applicantpro.com/reports/report/?report=ad_tracking&id=2134									
	Date Posted	Requested By	Job ID	Job Title	Department	Job Start Date	Job Board Name	Amount	Job Board Email
1.	09-Oct-2015 17:46:46 MST	Karl DeLap	285784	Senior Reporter, MPR (Politics) #141-16	Minnesota Public Radio - MPR News, Newsroom - 17HB	09-Oct-2015	TV and Radio Jobs	\$0.00	
2.	09-Oct-2015 11:30:13 MST	Karl DeLap	285784	Senior Reporter, MPR (Politics) #141-16	Minnesota Public Radio - MPR News, Newsroom - 17HB	09-Oct-2015	Asian American Journalist Association	\$0.00	maricas@aaaja.com
3.	09-Oct-2015 11:30:13 MST	Kari DeLap	285784	Senior Reporter, MPR (Politics) #141-16	Minnesota Public Radio - MPR News, Newsroom - 17HB	09-Oct-2015	ASU Walter Cronkite School	\$0.00	mike.wong@asu.edu
4.	09-Oct-2015 11:30:13 MST	Kari DeLap	285784	Senior Reporter, MPR (Politics) #141-16	Minnesota Public Radio - MPR News, Newsroom - 17HB	09-Oct-2015	NAACP	\$0.00	tillmannaacp@aol.com
5.	09-Oct-2015 11:30:13 MST	Karl DeLap	285784	Senior Reporter, MPR (Politics) #141-16	Minnesota Public Radio - MPR News, Newsroom - 17HB	09-Oct-2015	Native American Connections	\$0.00	http://nativeconnections.org
6.	09-Oct-2015 11:30:13 MST	Karl DeLap	285784	Senior Reporter, MPR (Politics) #141-16	Minnesota Public Radio - MPR News, Newsroom - 17HB	09-Oct-2015	Southern CA Broadcasters Assoc	\$0.00	edostal@scba.com
7.	09-Oct-2015 11:30:12 MST	Karl DeLap	285784	Senior Reporter, MPR (Politics) #141-16	Minnesota Public Radio - MPR News, Newsroom - 17HB	09-Oct-2015	Academy of Radio Broadcasting	\$0.00	doreen@arbradio.com
8.	09-Oct-2015 11:30:12 MST	Karl DeLap	285784	Senior Reporter, MPR (Politics) #141-16	Minnesota Public Radio - MPR News, Newsroom - 17HB	09-Oct-2015	American Broadcasting School	\$0.00	michelle@radioschool.com
								Total:	\$0.00
Automated Job Boards									
	Date Posted	Requested By	Job ID	Job Title	Department	Job Start Date	Job Board Name	Amount	
1.	09-Oct-2015 12:29:51 MST	Karl DeLap	285784	Senior Reporter, MPR (Politics) #141-16	Minnesota Public Radio - MPR News, Newsroom - 17HB	09-Oct-2015	US Jobs	Free	
2.	09-Oct-2015 12:29:51 MST	Karl DeLap	285784	Senior Reporter, MPR (Politics) #141-16	Minnesota Public Radio - MPR News, Newsroom - 17HB	09-Oct-2015	Twitter JobWatch (USA only)	Free	
3.	09-Oct-2015 12:29:51 MST	Karl DeLap	285784	Senior Reporter, MPR (Politics) #141-16	Minnesota Public Radio - MPR News, Newsroom - 17HB	09-Oct-2015	Trovit	Free	
4.	09-Oct-2015 12:29:51 MST	Kari DeLap	285784	Senior Reporter, MPR (Politics) #141-16	Minnesota Public Radio - MPR News, Newsroom - 17HB	09-Oct-2015	SimplyHired	Free	
5.	09-Oct-2015 12:29:51 MST	Kari DeLap	285784	Senior Reporter, MPR (Politics) #141-16	Minnesota Public Radio - MPR News, Newsroom - 17HB	09-Oct-2015	Recruit.net	Free	
6.	09-Oct-2015 12:29:51 MST	Karl DeLap	285784	Senior Reporter, MPR (Politics) #141-16	Minnesota Public Radio - MPR News, Newsroom - 17HB	09-Oct-2015	Oodle.com	Free	
7.	09-Oct-2015 12:29:51 MST	Karl DeLap	285784	Senior Reporter, MPR (Politics) #141-16	Minnesota Public Radio - MPR News, Newsroom - 17HB	09-Oct-2015	JoJu.com (USA Only)	Free	
8.	09-Oct-2015 12:29:51 MST	Karl DeLap	285784	Senior Reporter, MPR (Politics) #141-16	Minnesota Public Radio - MPR News, Newsroom - 17HB	09-Oct-2015	Jooble	Free	

The Senior Political Reporter reports, writes and produces daily news and longer form features and program segments for newscasts, news magazine programs and the Minnesota Public Radio (MPR) News Website.

This position will primarily cover issues related to politics, campaigns and government, from the Minnesota Capitol to Washington D.C. It requires the ability to cultivate and generate sources to keep MPR News ahead of the competition. It requires knowledge of how the Legislature and elections work, how the state budget is put together and how policy debates translate into the lives of Minnesotans.

The Senior Political Reporter will communicate through a variety of means including the radio, the MPR News website, the Capitol View blog and social media.

It requires deep digging and knowing how to ask the right questions. The Politics Reporter needs to be able to use data practices laws to request and analyze large amounts of data and other information.

Though part of the job requires coverage of meetings, news conferences and other events related to politics and government, the reporter's primary focus will be on developing original enterprise stories that expand the audience's understanding of Minnesota.

Application deadline: October 30, 2015

Position Responsibility:

- Guides coverage of a beat/area of expertise/broad variety of assignments.
- Breaks stories.
- Maintains a wide variety of sources.
- Develops ideas/proposals for reports and programs.
- Delivers substantive reports quickly-quick turnaround on varied subjects on a deadline.
- Gathers information and audio for reports and programs.
- Pitches and report breaking news and feature stories.
- Provides "live" reports and host two-ways at expert level.
- Delivers stories with fully developed on-air style and originality in writing.
- Performs public outreach as needed.
- Produces for website with writing and photography (supplying additional audio, visual material, related Web resources).
- Serve as lead on special projects (documentary or series).
- May be called upon to fill in as Editor and/or Host.
- Other duties as assigned.

Required Education and Experience:

- Bachelor's degree in Journalism or equivalent work experience.
- Five or more years experience reporting or other applicable experience.
- Experience covering a beat.

Required Skills, Knowledge and Abilities:

- Ability to be trained to be on the air is required.
- Strong writing skills.
- Ability to deliver sophisticated analytical reporting.
- Ability to take complex detailed information and summarize into a condensed and easy to understand format.
- Ability to tackle increasingly difficult projects.
- Ability to find unexpected angles in stories, even in saturated topics.
- Developed signature sound of voice and writing.
- Wide and deep knowledge of beat reporting areas of coverage, developed source network.
- Ability to edit on desk and projects as needed.
- Creative use of sound, writing and storytelling.
- Mastery of all recording and production equipment and techniques.
- Employs sophisticated and creative production techniques.
- Ability to mentor and guide the work of others.

Preferred Skills and Experience:

- Knowledge of radio production.

Reporting To This Position: None

Physical Demands and Working Conditions:

- Must be able to perform the essential duties of the position with or without reasonable accommodation.
- Physical Demands:
 - o Required to move about in an office environment and sit for extended periods of time
 - o Required to move about in the community
 - o Frequent use of hands for data entry/keystrokes and simple grasping
- Working Conditions:
 - o Moderate noise level
 - o Occasional exposure to prevalent weather conditions

Diversity creates a healthier atmosphere: All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law.

Development Operations Specialist

Sources of Interviewees

2 Minnesota Council of Nonprofits

1 Indeed

American Public Media - APM, Business Development/National Underwriting Sales - 13DA								
American Public Media - APM, Business Development/National Underwriting Sales - 13DA								
Job Ad Tracking Report								
Secure https://admin.applicantpro.com/reports/report/?report=ad_tracking&id=2134								
Apps New Tab Activenet Bookmarks InfoserverWiki linkedin-diversity-hir								
development Operations specialist #123-16 - 123-16								
MOST UPDATE USERPASS BEFORE USING journalingou								
To 16 Apr 2018								
Filter Bookmark This Report Export to CSV								
Paid Job Boards								
No paid job board results								
Automated Job Boards								
	Date Posted	Requested By	Job ID	Job Title	Department	Job Start Date	Job Board Name	Amount
1.	04-Sep-2015 09:20:43 MST	Kari DeLap	272012	Development Operations Specialist #123-16	American Public Media - APM, Business Development/National Underwriting Sales - 13DA	04-Sep-2015	US Jobs	Free
2.	04-Sep-2015 09:20:43 MST	Kari DeLap	272012	Development Operations Specialist #123-16	American Public Media - APM, Business Development/National Underwriting Sales - 13DA	04-Sep-2015	Twitter Job/atch (USA only)	Free
3.	04-Sep-2015 09:20:43 MST	Kari DeLap	272012	Development Operations Specialist #123-16	American Public Media - APM, Business Development/National Underwriting Sales - 13DA	04-Sep-2015	TroveIt	Free
4.	04-Sep-2015 09:20:43 MST	Kari DeLap	272012	Development Operations Specialist #123-16	American Public Media - APM, Business Development/National Underwriting Sales - 13DA	04-Sep-2015	SimplyHired	Free
5.	04-Sep-2015 09:20:43 MST	Kari DeLap	272012	Development Operations Specialist #123-16	American Public Media - APM, Business Development/National Underwriting Sales - 13DA	04-Sep-2015	Recruit.net	Free
6.	04-Sep-2015 09:20:43 MST	Kari DeLap	272012	Development Operations Specialist #123-16	American Public Media - APM, Business Development/National Underwriting Sales - 13DA	04-Sep-2015	Codde.com	Free
7.	04-Sep-2015 09:20:43 MST	Kari DeLap	272012	Development Operations Specialist #123-16	American Public Media - APM, Business Development/National Underwriting Sales - 13DA	04-Sep-2015	JuJu.com (USA Only)	Free
8.	04-Sep-2015 09:20:43 MST	Kari DeLap	272012	Development Operations Specialist #123-16	American Public Media - APM, Business Development/National Underwriting Sales - 13DA	04-Sep-2015	Jooble	Free
9.	04-Sep-2015 09:20:43 MST	Kari DeLap	272012	Development Operations Specialist #123-16	American Public Media - APM, Business Development/National Underwriting Sales - 13DA	04-Sep-2015	Monster Controlled (USA Only)	Free
10.	04-Sep-2015 09:20:43 MST	Kari DeLap	272012	Development Operations Specialist #123-16	American Public Media - APM, Business Development/National Underwriting Sales - 13DA	04-Sep-2015	Job Inventory	Free
11.	04-Sep-2015 09:20:43 MST	Kari DeLap	272012	Development Operations Specialist #123-16	American Public Media - APM, Business Development/National Underwriting Sales - 13DA	04-Sep-2015	Glassdoor.com	Free
12.	04-Sep-2015 09:14:40 MST	Kari DeLap	272012	Development Operations Specialist #123-16	American Public Media - APM, Business Development/National Underwriting Sales - 13DA	04-Sep-2015	Indeed Organic	Free

Minnesota Public Radio has an immediate opening for a Development Operations Specialist. Attention to detail, excellent customer service skills and an interest in public media is a must!

This position is responsible for accurately processing donor gifts, and for maintaining the integrity of our membership database to record gifts that represent the donor's intent. This position ensures that documents, correspondence, and payments are processed in accordance with service requirements, document handling procedures, and audit and financial controls.

Application deadline: January 21, 2016

Position Responsibility:

- Process pledges and payments for American Public Media/Minnesota Public Radio (APM/MPR) received through websites, Member/Audience Services, Major Gifts, Institutional Giving, and mail. Support pledge and payment processing for Southern California Public Radio (SCPR) as needed.
- Process gifts received from Lockbox, third party vendor websites, telemarketing files, vehicle donations, and payroll deductions.
- Select and transmit daily credit card transactions.
- Code declined credit card charges and apply new credit cards as received from donors.
- Set up and record donor authorizations for monthly EFT file transmissions.
- Manage customer service requests from members, Member and Audience Services, and Major Gifts regarding membership records, payments, and pledges. This may include pledge/payment adjustments, cancellations, premiums, merges and other requests.
- Research problems and provide resolution/information to Member and Audience Services, Major Gifts, and Research.
- Process member record changes generated by telemarketing, fund drives, mailings, and other activities.
- Support matching gift processes.
- Other duties as assigned.

Required Education and Experience:

- High School diploma.
- Minimum of 2 years gift or payment processing experience.
- Experience using Microsoft Office - Word, Excel, Outlook and database software.

Required Skills, Knowledge and Abilities:

- Proficient in working with numbers and data with a high accuracy rate.
- Strong oral and written communication skills.
- Detail-oriented with excellent organizational skills.
- Excellent customer service skills and a friendly and professional attitude.
- Desire and ability to successfully work as part of a team.

- Ability to independently prioritize multiple tasks and complete work within deadlines.
- Strong service ethic and the ability to contribute to the overall quality of the Department.

Preferred Skills and Experience:

- Two years of experience with donor relational database systems.
- Two years gift processing or payment processing experience.
- Interest in/knowledge of public broadcasting.
- Bachelor's degree or equivalent work experience.

Reporting To This Position: None

Physical Demands and Working Conditions:

- Must be able to perform the essential duties of the position with or without reasonable accommodation.
- Physical Demands:
 - Required to move about in an office environment and sit for extended periods of time
 - Frequent use of hands for data entry/keystrokes and simple grasping
- Working Conditions:
 - Moderate noise level

Diversity creates a healthier atmosphere: All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law.

Broadcast Engineer

Sources of Interviewees

1 Society of Broadcast Engineers

4 Indeed

1 Other

1 monster.com

American Public Media x American Public Media x Job Ad Tracking Report x								
Secure https://admin.applicantpro.com/reports/report/?report=ad_tracking&id=2134								
Apps New Tab Activenet Bookmarks InfoserverWiki linkedin-diversity-hill								
Broadcast & Production Systems Administrator #176-131-#176-131								
MOST UPDATE USERNAME BEFORE USING! journalstijou								
To 16 Apr 2018								
Filter Bookmark This Report Export to CSV								
Paid Job Boards								
No paid job board results								
Automated Job Boards								
	Date Posted	Requested By	Job ID	Job Title	Department	Job Start Date	Job Board Name	Amount
1.	22-Sep-2015 09:49:24 MST	Karl DeLap	278423	Broadcast Engineer #131-16	Minnesota Public Radio - MPR, Technology - Facilities - 240B	22-Sep-2015	US Jobs	Free
2.	22-Sep-2015 09:49:24 MST	Karl DeLap	278423	Broadcast Engineer #131-16	Minnesota Public Radio - MPR, Technology - Facilities - 240B	22-Sep-2015	Glassdoor.com	Free
3.	22-Sep-2015 09:49:24 MST	Karl DeLap	278423	Broadcast Engineer #131-16	Minnesota Public Radio - MPR, Technology - Facilities - 240B	22-Sep-2015	Job Inventory	Free
4.	22-Sep-2015 09:49:24 MST	Karl DeLap	278423	Broadcast Engineer #131-16	Minnesota Public Radio - MPR, Technology - Facilities - 240B	22-Sep-2015	Monster Controlled (USA Only)	Free
5.	22-Sep-2015 09:49:24 MST	Karl DeLap	278423	Broadcast Engineer #131-16	Minnesota Public Radio - MPR, Technology - Facilities - 240B	22-Sep-2015	Jooble	Free
6.	22-Sep-2015 09:49:24 MST	Karl DeLap	278423	Broadcast Engineer #131-16	Minnesota Public Radio - MPR, Technology - Facilities - 240B	22-Sep-2015	JuJu.com (USA Only)	Free
7.	22-Sep-2015 09:49:24 MST	Karl DeLap	278423	Broadcast Engineer #131-16	Minnesota Public Radio - MPR, Technology - Facilities - 240B	22-Sep-2015	Oodle.com	Free
8.	22-Sep-2015 09:49:24 MST	Karl DeLap	278423	Broadcast Engineer #131-16	Minnesota Public Radio - MPR, Technology - Facilities - 240B	22-Sep-2015	Recruit.net	Free
9.	22-Sep-2015 09:49:24 MST	Karl DeLap	278423	Broadcast Engineer #131-16	Minnesota Public Radio - MPR, Technology - Facilities - 240B	22-Sep-2015	SimplyHired	Free
10.	22-Sep-2015 09:49:24 MST	Karl DeLap	278423	Broadcast Engineer #131-16	Minnesota Public Radio - MPR, Technology - Facilities - 240B	22-Sep-2015	Trovit	Free
11.	22-Sep-2015 09:49:24 MST	Karl DeLap	278423	Broadcast Engineer #131-16	Minnesota Public Radio - MPR, Technology - Facilities - 240B	22-Sep-2015	Twitter JobWatch (USA only)	Free
12.	22-Sep-2015 09:46:25 MST	Karl DeLap	278423	Broadcast Engineer #131-16	Minnesota Public Radio - MPR, Technology - Facilities - 240B	22-Sep-2015	Indeed Organic	Free

As a member of the MPR Engineering Group, this position is responsible for managing and administrating computer and network based audio systems, while maintaining broadcast and related facilities at the MPR headquarters in Saint Paul, MN. Working both independently and as part of a team, this position requires a confident and well-organized individual with good communication and customer service skills to ensure a high amount of functioning broadcast system time and successful coordination with system users in other departments.

Application deadline: January 22, 2016

Position Responsibility:

- Maintain and administer network and computer based systems used in the facility for managing, editing and routing of audio and related information.
- Perform computer networking, configuration, and troubleshooting.
- Lead other technical staff in planning for and implementing new broadcast technologies. Throughout this process, the Broadcast Engineer will direct Engineering and IT staff in establishing guidelines for and maintaining a high Quality of Service on all work performed.
- Identify needs, design courses, and lead classroom and hands on training for both engineering and non-technical staff on broadcast systems. Write Standard Operating Procedures and guides to help others use the technical systems more efficiently.
- Responsible for designing, implementing, and maintaining equipment at high powered RF transmission sites. This includes remote control, monitoring, and transmission equipment, and acting as a secondary support resource for the Network Engineering Enco network.
- Responsible for resolving Trouble Reports and providing the necessary follow-up to stakeholders.
- Other duties as assigned.

Required Education and Experience:

- Bachelor's degree or equivalent work experience in computer/IT-related subjects and demonstrated application of that knowledge.
- A minimum of five years of hands-on experience in a technical position related to radio broadcasting.
- A minimum two years supporting or administrating IT computer systems and networks.
- Confident technical skills in the areas of troubleshooting, maintenance and installation of computer-based and audio systems.
- Experience and confidence with building and maintaining FM broadcast transmitter plants.

Required Skills, Knowledge and Abilities:

- Thorough knowledge and understanding of TCP/IP networking and IP based digital audio systems.
- Understanding of analog audio wiring and systems (i.e., punch blocks, analog consoles, etc.)
- Analytical-based approach to problem solving and a confident understanding of how technical systems work and interface.
- Ability to competently build and troubleshoot analog and digital systems without requiring a high degree of supervision or assistance.
- Skilled at using electronic design (CAD), spreadsheet (Excel), database (Access), organizational (Visio) and presentation (Power Point) programs for design and documentation of work.
- Effective and proven communication and organizational skills, both written and oral.

- Demonstrated experience and training in a teaching/instructing capacity.
- Reliable, competent and results-oriented working attitude, taking responsibility for own work.
- Ability to lead planning and implementation of broadcast related projects.
- Background in managing Windows or Linux based servers and workstations.
- Experience leading technical staff and contractors in the design and implementation of computer/network based systems.

Preferred Skills and Experience:

- Experience implementing and maintaining HD Radio transmission systems.
- Familiarity with the following systems: Axia, Pathfinder, Enco DAD, Dalet, Burk Remote Controls, Pro-Tools, GatesAir FM transmitters.
- SBE Certification at the CBRE, CBNT or CBT level.
- Cisco Certified Network Associate (CCNA) status or higher.

Reporting To This Position: None

Physical Demands and Working Conditions:

- This position is required to be on a 24-hour on-call rotation with other members of the Saint Paul Engineering group.
- Must be able to perform the essential duties of the position with or without reasonable accommodation.
- Physical Demands:
 - o Required to move about in an office environment and sit for extended periods of time
 - o Required to move about in the community
 - o Reach with hands and arms
 - o Balance, stoop, kneel, or crouch
 - o Frequent use of hands for data entry/keystrokes and simple grasping
 - o Required to lift up to 50 lbs.
 - o Required to climb ladders
- Working Conditions:
 - o Moderate noise level
 - o Occasional exposure to prevalent weather conditions

Diversity creates a healthier atmosphere: All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law.

Associate Software Engineer

Sources of Interviewees

6 Indeed

1 Other

3 Word of Mouth

To 16 Apr 2018								
Filter Bookmark This Report Export to CSV								
Paid Job Boards								
No paid job board results								
Automated Job Boards								
	Date Posted	Requested By	Job ID	Job Title	Department	Job Start Date	Job Board Name	Amount
1.	05-Nov-2015 10:11:03 MST	Karl DeLap	297258	Associate Software Engineer #152-16	Minnesota Public Radio - MPR, Business Development, Digital Sales - 13DE	05-Nov-2015	US Jobs	Free
2.	05-Nov-2015 10:11:03 MST	Karl DeLap	297258	Associate Software Engineer #152-16	Minnesota Public Radio - MPR, Business Development, Digital Sales - 13DE	05-Nov-2015	Twitter JobWatch (USA only)	Free
3.	05-Nov-2015 10:11:03 MST	Karl DeLap	297258	Associate Software Engineer #152-16	Minnesota Public Radio - MPR, Business Development, Digital Sales - 13DE	05-Nov-2015	Trovit	Free
4.	05-Nov-2015 10:11:03 MST	Karl DeLap	297258	Associate Software Engineer #152-16	Minnesota Public Radio - MPR, Business Development, Digital Sales - 13DE	05-Nov-2015	SimplyHired	Free
5.	05-Nov-2015 10:11:03 MST	Karl DeLap	297258	Associate Software Engineer #152-16	Minnesota Public Radio - MPR, Business Development, Digital Sales - 13DE	05-Nov-2015	Recruit.net	Free
6.	05-Nov-2015 10:11:03 MST	Karl DeLap	297258	Associate Software Engineer #152-16	Minnesota Public Radio - MPR, Business Development, Digital Sales - 13DE	05-Nov-2015	Oodle.com	Free
7.	05-Nov-2015 10:11:03 MST	Karl DeLap	297258	Associate Software Engineer #152-16	Minnesota Public Radio - MPR, Business Development, Digital Sales - 13DE	05-Nov-2015	JuJu.com (USA Only)	Free
8.	05-Nov-2015 10:11:03 MST	Karl DeLap	297258	Associate Software Engineer #152-16	Minnesota Public Radio - MPR, Business Development, Digital Sales - 13DE	05-Nov-2015	Jooble	Free
9.	05-Nov-2015 10:11:03 MST	Karl DeLap	297258	Associate Software Engineer #152-16	Minnesota Public Radio - MPR, Business Development, Digital Sales - 13DE	05-Nov-2015	Monster Controlled (USA Only)	Free
10.	05-Nov-2015 10:11:03 MST	Karl DeLap	297258	Associate Software Engineer #152-16	Minnesota Public Radio - MPR, Business Development, Digital Sales - 13DE	05-Nov-2015	Job Inventory	Free
11.	05-Nov-2015 10:11:03 MST	Karl DeLap	297258	Associate Software Engineer #152-16	Minnesota Public Radio - MPR, Business Development, Digital Sales - 13DE	05-Nov-2015	Glassdoor.com	Free
12.	05-Nov-2015 10:07:54 MST	Karl DeLap	297258	Associate Software Engineer #152-16	Minnesota Public Radio - MPR, Business Development, Digital Sales - 13DE	05-Nov-2015	Indeed Organic	Free

The Associate Software Engineer or Software Engineer will work in the software applications team within the Digital Products Department of American Public Media / Minnesota Public Radio. S/he will be involved in the development, testing, deployment, and support of software applications. S/he will be required to work in team environment as well as a solo environment with some work direction.

This position will develop software primarily for the Web platform using technologies such as Ruby, PHP, JavaScript, and MySQL.

Please note that we have one position available. The job title will either be an Associate Software Engineer or Software Engineer level, depending on the experience and qualifications of a successful applicant. Both levels of the position will have the responsibilities below, but at varying degrees of complexity.

Application deadline: November 26, 2015

Position Responsibility:

- Implement and maintain applications and technology that supports the operations at APM.
- Participate in development of system requirements for package and custom systems implementation.
- Work with internal customers and other developers to define requirements to improve company efficiencies.
- Code, test, and implement software solutions using MPR's tools and development methodologies.
- Ensure that department methodologies, policies, and procedures are followed on all assigned IT Projects.
- Other duties as assigned.

Required Education and Experience:

- Bachelor's degree in Mathematics, Computer Science, Journalism, Digital Media; OR equivalent work experience.
- The Associate Software Engineer Level will have 0-2 years of related work experience to include the following:
 - o Object Oriented analysis and design
 - o Open source technologies such as Apache, Linux, PHP, Perl, JavaScript and MySQL
 - o Web design patterns, including MVC frameworks and REST APIs
- The Software Engineer Level will have 2-4+ years of related work experience to include the following:
 - o Object Oriented analysis and design
 - o Open source technologies such as Apache, Linux, PHP, Perl, JavaScript and MySQL
 - o Web design patterns, including MVC frameworks and REST APIs

Required Skills, Knowledge and Abilities:

- Excellent interpersonal, planning, and organizational skills.
- Demonstrated ability to effectively communicate, both in written and oral form.
- Working knowledge of available information technology, products, and industry trends.

- Knowledge of Information Technology tools and Information Systems development and diagnostic methodologies and best practices.
- Strong knowledge of RDBMS preferably MySQL.
- Working knowledge of web frameworks such as Rails.
- Knowledge of Ruby ActiveRecord and PHP Doctrine.
- Knowledge of version control systems such as Git.

Preferred Skills and Experience:

- Experience with both waterfall and agile development methodologies.
- Working knowledge of Linux, UNIX, OSX, Microsoft Windows Operating System, Apache.
- Experience with Broadcast audio systems.
- Experience parsing XML, RSS, JSON, ANPA wire service formats, or custom formats such as spreadsheets for election results.
- Experience with data acquisition via serial ports, socket connections, file systems.
- Experience with audio processing tools.

Physical Demands and Working Conditions:

- Must be able to perform the essential duties of the position with or without reasonable accommodation.
- Ability to work regular off-hours support as assigned, via a rotation on the software and web developer team.
- Physical Demands:
 - o Required to move about in an office environment and sit for extended periods of time
 - o Frequent use of hands for data entry/keystrokes and simple grasping
- Working Conditions:
 - o Moderate noise level
 - o Occasional exposure to prevalent weather conditions

Diversity creates a healthier atmosphere: All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law.

Producer, MPR

Sources of Interviewees

4 Employee Referral

1 Other

8 Indeed

1 Twitter

1 Minnesota Council of Nonprofits

2 Linked In

1 APM Careers Website

Paid Job Boards									
#	Date Posted	Requested By	Job ID	Job Title	Department	Job Start Date	Job Board Name	Amount	Job Board Email
1.	10-Nov-2015 19:05:47 MST	Karl DeLap	304166	Producer, MPR #154-16	Minnesota Public Radio - MPR News, Newsroom - 17HB	10-Nov-2015	TV and Radio Jobs	\$0.00	
2.	10-Nov-2015 12:36:42 MST	Karl DeLap	304166	Producer, MPR #154-16	Minnesota Public Radio - MPR News, Newsroom - 17HB	10-Nov-2015	ASU Walter Cronkite School	\$0.00	mike.wong@asu.edu
3.	10-Nov-2015 12:36:42 MST	Karl DeLap	304166	Producer, MPR #154-16	Minnesota Public Radio - MPR News, Newsroom - 17HB	10-Nov-2015	NAACP	\$0.00	billmannaacp@aol.com
4.	10-Nov-2015 12:36:42 MST	Karl DeLap	304166	Producer, MPR #154-16	Minnesota Public Radio - MPR News, Newsroom - 17HB	10-Nov-2015	Native American Connections	\$0.00	http://nativeconnections.org
5.	10-Nov-2015 12:36:42 MST	Karl DeLap	304166	Producer, MPR #154-16	Minnesota Public Radio - MPR News, Newsroom - 17HB	10-Nov-2015	Southern CA Broadcasters Assoc	\$0.00	edostal@scba.com
6.	10-Nov-2015 12:36:41 MST	Karl DeLap	304166	Producer, MPR #154-16	Minnesota Public Radio - MPR News, Newsroom - 17HB	10-Nov-2015	Academy of Radio Broadcasting	\$0.00	doreen@arbradio.com
7.	10-Nov-2015 12:36:41 MST	Karl DeLap	304166	Producer, MPR #154-16	Minnesota Public Radio - MPR News, Newsroom - 17HB	10-Nov-2015	American Broadcasting School	\$0.00	michelle@radioschool.com
8.	10-Nov-2015 12:36:41 MST	Karl DeLap	304166	Producer, MPR #154-16	Minnesota Public Radio - MPR News, Newsroom - 17HB	10-Nov-2015	Asian American Journalist Association	\$0.00	maricas@aaaja.com
								Total:	\$0.00
Automated Job Boards									
#	Date Posted	Requested By	Job ID	Job Title	Department	Job Start Date	Job Board Name	Amount	
1.	10-Nov-2015 13:36:22 MST	Karl DeLap	304166	Producer, MPR #154-16	Minnesota Public Radio - MPR News, Newsroom - 17HB	10-Nov-2015	US Jobs	Free	
2.	10-Nov-2015 13:36:22 MST	Karl DeLap	304166	Producer, MPR #154-16	Minnesota Public Radio - MPR News, Newsroom - 17HB	10-Nov-2015	Twitter JobVatch (USA only)	Free	
3.	10-Nov-2015 13:36:22 MST	Karl DeLap	304166	Producer, MPR #154-16	Minnesota Public Radio - MPR News, Newsroom - 17HB	10-Nov-2015	Trovit	Free	
4.	10-Nov-2015 13:36:22 MST	Karl DeLap	304166	Producer, MPR #154-16	Minnesota Public Radio - MPR News, Newsroom - 17HB	10-Nov-2015	SimplyHired	Free	
5.	10-Nov-2015 13:36:22 MST	Karl DeLap	304166	Producer, MPR #154-16	Minnesota Public Radio - MPR News, Newsroom - 17HB	10-Nov-2015	Recruit.net	Free	
6.	10-Nov-2015 13:36:22 MST	Karl DeLap	304166	Producer, MPR #154-16	Minnesota Public Radio - MPR News, Newsroom - 17HB	10-Nov-2015	Oodle.com	Free	
7.	10-Nov-2015 13:36:22 MST	Karl DeLap	304166	Producer, MPR #154-16	Minnesota Public Radio - MPR News, Newsroom - 17HB	10-Nov-2015	JuJu.com (USA Only)	Free	

The Producer position for MPR News is responsible for the overall planning, production and execution of a daily news magazine program which combines regional and national content. This role will also create content for and support the editorial maintenance of MPR News digital properties, including MPRnews.org, news apps, and social media channels.

Application deadline: December 3, 2015

Position Responsibility:

- Write/edit/manage breaking news and live blogging radio programs and events online.
- Prepare digital audio for digital platforms.
- Help manage MPR News social media channels.
- Ensure that each day's program contains the latest news that is relevant to our audience.
- Make sure all aspects of the program's production are successfully completed.
- Ultimately responsible for sound, manages production process, oversees music/tone, is the "final ear."
- Develop a strong collaborative relationship with the show host.
- Supervise editing and post production. Oversee the work of the production staff and provide daily work direction.
- Coordinate special projects (remote/specials).
- In collaboration with Host, make content and editorial decisions.
- Assist in managing budgets - or manages part of a larger budget.
- May supervise production staff and provides feedback to Host.
- Resolve problems, and work as primary liaison responsible to work with Technical staff on issues.
- Communicate and oversee the big picture.
- Generate program ideas.
- Contact and pre-interview potential guests.
- Write copy and background materials.
- Record and edit audio material.
- Direct the program in the studio.
- Represent the program in editorial meetings.
- Work with editors to fulfill daily news coverage needs.
- Organize the show elements into a computer-based rundown for use by program host and broadcast technicians.
- Update pages on the MPR web site.
- Support other MPR news programs and special programming as needed.
- Other duties as assigned.

Required Education and Experience:

- Bachelor's Degree or equivalent work experience is required.
- 5+ years of related broadcast Journalism work experience.
- Experience in radio news production, particularly news magazine programs and special programming.
- Experience in news gathering and writing.
- Experience writing for web based platforms.
- Familiarity with social media platforms.

Required Skills, Knowledge and Abilities:

- Ability to recognize and articulate the questions our audience wants answered.
- Ability to write creative, clear, accurate copy.
- Ability to manage program team's calendar and work flow.
- Demonstrated ability to work well under daily deadline pressure.
- Must have solid story-telling credentials and good news judgment.
- Ability to create memorable radio.
- Ability to work effectively and collaboratively with hosts and other staff.
- High journalistic standards and a vision for the program. Ability to produce programs that meet MPR standards.
- Team builder and team player.
- Developed leadership skills - from recruitment to training and development.
- Proven ability to contribute to a positive, diverse, creative, high performance culture.
- Ability to advocate for program/resources/staff.
- Ability to lead and manage change.
- Knowledge of budget management and ability to be fiscally responsible.
- Ability to evaluate content/quality/sound and act decisively with sound news judgment.
- Knowledge of new media applications for digital distribution, audience engagement and community networking.
- Ability to work with minimal direction.
- Able to handle variety of complex projects, some of which may affect management decisions.
- Ability to make final program decisions re: content/quality.

Preferred Skills and Experience:

- Experience in or knowledge of online journalism.
- Digital audio editing experience.
- Knowledge of public radio.

Reporting To This Position: Associate Producer

Physical Demands and Working Conditions:

- Must be able to perform the essential duties of the position with or without reasonable accommodation.
- Physical Demands:
 - o Required to move about in an office environment and sit for extended periods of time
 - o Frequent use of hands for data entry/keystrokes and simple grasping
- Working Conditions:
 - o Moderate noise level
 - o Occasional exposure to prevalent weather conditions

Diversity creates a healthier atmosphere: All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law.

Project Coordinator Events and Performance Programs

Sources of Interviewees

3 APM Careers Website

1 Employee Referral

1 Facebook

1 Indeed

1 Minnesota Council of Nonprofits

Job Ad Tracking Report									
https://admin.applicantpro.com/reports/report/?report=ad_tracking&id=2134									
	Date Posted	Requested By	Job ID	Job Title	Department	Job Start Date	Job Board Name	Amount	Job Board Email
1.	07-Dec-2015 00:00:00 MST	Kari DeLap	315635	Project Coordinator, Events & Performance Programs #163-16	Minnesota Public Radio - Live Events/Convening/Performance - MPR	02-Dec-2015	Posted It Myself	\$0.00	
2.	07-Dec-2015 00:00:00 MST	Kari DeLap	315635	Project Coordinator, Events & Performance Programs #163-16	Minnesota Public Radio - Live Events/Convening/Performance - MPR	02-Dec-2015	Posted It Myself	\$0.00	
3.	07-Dec-2015 00:00:00 MST	Kari DeLap	315635	Project Coordinator, Events & Performance Programs #163-16	Minnesota Public Radio - Live Events/Convening/Performance - MPR	02-Dec-2015	Posted It Myself	\$0.00	
4.	07-Dec-2015 00:00:00 MST	Kari DeLap	315635	Project Coordinator, Events & Performance Programs #163-16	Minnesota Public Radio - Live Events/Convening/Performance - MPR	02-Dec-2015	Posted It Myself	\$30.00	
								Total: \$30.00	
Automated Job Boards									
	Date Posted	Requested By	Job ID	Job Title	Department	Job Start Date	Job Board Name	Amount	
1.	02-Dec-2015 11:12:01 MST	Kari DeLap	315635	Project Coordinator, Events & Performance Programs #163-16	Minnesota Public Radio - Live Events/Convening/Performance - MPR	02-Dec-2015	US Jobs	Free	
2.	02-Dec-2015 11:12:01 MST	Kari DeLap	315635	Project Coordinator, Events & Performance Programs #163-16	Minnesota Public Radio - Live Events/Convening/Performance - MPR	02-Dec-2015	Twitter JobWatch (USA only)	Free	
3.	02-Dec-2015 11:12:01 MST	Kari DeLap	315635	Project Coordinator, Events & Performance Programs #163-16	Minnesota Public Radio - Live Events/Convening/Performance - MPR	02-Dec-2015	Trovit	Free	
4.	02-Dec-2015 11:12:01 MST	Kari DeLap	315635	Project Coordinator, Events & Performance Programs #163-16	Minnesota Public Radio - Live Events/Convening/Performance - MPR	02-Dec-2015	SimplyHired	Free	
5.	02-Dec-2015 11:12:01 MST	Kari DeLap	315635	Project Coordinator, Events & Performance Programs #163-16	Minnesota Public Radio - Live Events/Convening/Performance - MPR	02-Dec-2015	Recruit.net	Free	
6.	02-Dec-2015 11:12:01 MST	Kari DeLap	315635	Project Coordinator, Events & Performance Programs #163-16	Minnesota Public Radio - Live Events/Convening/Performance - MPR	02-Dec-2015	Oodle.com	Free	
7.	02-Dec-2015 11:12:01 MST	Kari DeLap	315635	Project Coordinator, Events & Performance Programs #163-16	Minnesota Public Radio - Live Events/Convening/Performance - MPR	02-Dec-2015	JuJu.com (USA Only)	Free	
8.	02-Dec-2015 11:12:01 MST	Kari DeLap	315635	Project Coordinator, Events & Performance Programs #163-16	Minnesota Public Radio - Live Events/Convening/Performance - MPR	02-Dec-2015	Jooble	Free	
9.	02-Dec-2015 11:12:01 MST	Kari DeLap	315635	Project Coordinator, Events & Performance Programs #163-16	Minnesota Public Radio - Live Events/Convening/Performance - MPR	02-Dec-2015	Monster Controlled (USA Only)	Free	
10.	02-Dec-2015 11:12:01 MST	Kari DeLap	315635	Project Coordinator, Events & Performance Programs #163-16	Minnesota Public Radio - Live Events/Convening/Performance - MPR	02-Dec-2015	Job Inventory	Free	
11.	02-Dec-2015 11:12:01 MST	Kari DeLap	315635	Project Coordinator, Events & Performance Programs #163-16	Minnesota Public Radio - Live Events/Convening/Performance - MPR	02-Dec-2015	Glassdoor.com	Free	
12.	02-Dec-2015 11:09:32 MST	Kari DeLap	315635	Project Coordinator, Events & Performance Programs #163-16	Minnesota Public Radio - Live Events/Convening/Performance - MPR	02-Dec-2015	Indeed Organic	Free	

This project coordinator position is responsible for working closely with the Events and Performance Programs Department to provide administrative support and execute events from conception to completion. This position will work with many of the planning and reporting aspects of event programming, with most duties consisting of: department coordination, contract, and budget reporting activities.

Application deadline: December 23, 2015

-

Position Responsibility:

- Responsible for administering the department's budget. Work with department staff and analyst toward the management of the departmental budget, including: preparing, tracking, forecasting, reporting, analyzing scenarios, and ensuring accurate expense processing. Communicate budget issues to staff as needed.
- Assist Finance Department with accounting process obligations. Ensure financial reports are accurate and provided on a timely basis.
- Monitor and report on project budgets.
- Prepare invoices, reports, memos, contracts, financial documents, spreadsheets, databases, and presentations.
- Manage departmental calendar to ensure smooth workflow for marketing, communications, and contractual timelines. Manage internal on-air promotions.
- Strategize and manage external marketing assets, including print, digital, and social ad buys.
- Manage internal scheduling calendar and support institutional adherence to the MPR events calendar.
- Secure and manage travel, hotel, security, itineraries, and other accommodations for talent.
- Work with department Co-Directors, and show producers in the creation of Performance Files and other necessary show documentation and analysis.
- Manage comp lists and ticketing communications internally and externally.
- Serve as primary administrative support as well as initial contact to department Co-Directors and Live Event Performance Programs Department.
- Organize and run event project management meetings.
- Act as liaison with project partners.
- Provide relevant communication to both internal and external audiences and partners.
- Examine messaging for consistency in quality of event projects.
- Other duties as assigned.

Required Education and Experience:

- Associate's degree or equivalent experience required.
- Five or more years of experience in work relating to the duties of the position, preferably including some experience providing work direction/working as a lead.
- Experience in a media or event-based organizations.

- Project Management experience, working in a fast paced environment with many stakeholders.
- Accounting background and/or demonstrated ability in overseeing budgets and tracking financial progress.

Required Skills, Knowledge and Abilities:

- Ability to develop, coordinate, and report on complex projects in a fast paced creative environment.
- Self-starter with excellent writing and financial management skills.
- Strong collaborative management skills.
- Strong coordination and planning skills.
- Excellent organizational skills; effective with details and deadlines.
- Ability to work independently while maintaining effective communication and accountability.
- Ability to work collaboratively and effectively with colleagues in multiple departments/divisions.
- Ability to maintain a high level of confidentiality.
- Proficiency with MS Word, MS Excel, MS PowerPoint, and social media.
- Ability to learn new software applications as required.
- Ability to consistently work well with others.
- Problem solving abilities, trouble-shooting skills and ability to adapt to a variety of personalities.
- Well-developed collaboration skills to work with teams across the organization.
- Ability to adjust to changing priorities and duties.

Reporting To This Position: n/a

Physical Demands and Working Conditions:

- Must be able to perform the essential duties of the position with or without reasonable accommodation.
- Must be flexible and willing to work events hours, which may consist of evenings, weekends, and some overtime.
- Must have a valid driver's license in order to run occasional errands related to events (own transportation preferred).
- Physical Demands:
 - Required to move about in an office environment and sit for extended periods of time
 - Required to move about in the community
 - Frequent use of hands for data entry/keystrokes and simple grasping
- Working Conditions:
 - Moderate noise level
- Occasional exposure to prevalent weather conditions.

Diversity creates a healthier atmosphere: All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law.

Senior Administrative Assistant, Philanthropic Development

Sources of Interviewees

3 Indeed

2 APM Careers Website

1 Minnesota Council of Nonprofits

1 Other Website

1 Word of Mouth

To 16 Apr 2018								
Filter Bookmark This Report Export to CSV								
Paid Job Boards								
No paid job board results								
Automated Job Boards								
	Date Posted	Requested By	Job ID	Job Title	Department	Job Start Date	Job Board Name	Amount
1.	14-Sep-2015 10:53:14 MST	Kari DeLap	275107	Senior Administrative Assistant #129-16	APMG Corporate - APMG, Technology - Information Technology 240C	14-Sep-2015	US Jobs	Free
2.	14-Sep-2015 10:53:14 MST	Kari DeLap	275107	Senior Administrative Assistant #129-16	APMG Corporate - APMG, Technology - Information Technology 240C	14-Sep-2015	Twitter JobWatch (USA only)	Free
3.	14-Sep-2015 10:53:14 MST	Kari DeLap	275107	Senior Administrative Assistant #129-16	APMG Corporate - APMG, Technology - Information Technology 240C	14-Sep-2015	Trovit	Free
4.	14-Sep-2015 10:53:14 MST	Kari DeLap	275107	Senior Administrative Assistant #129-16	APMG Corporate - APMG, Technology - Information Technology 240C	14-Sep-2015	SimplyHired	Free
5.	14-Sep-2015 10:53:14 MST	Kari DeLap	275107	Senior Administrative Assistant #129-16	APMG Corporate - APMG, Technology - Information Technology 240C	14-Sep-2015	Recruit.net	Free
6.	14-Sep-2015 10:53:14 MST	Kari DeLap	275107	Senior Administrative Assistant #129-16	APMG Corporate - APMG, Technology - Information Technology 240C	14-Sep-2015	Oodle.com	Free
7.	14-Sep-2015 10:53:14 MST	Kari DeLap	275107	Senior Administrative Assistant #129-16	APMG Corporate - APMG, Technology - Information Technology 240C	14-Sep-2015	JuJu.com (USA Only)	Free
8.	14-Sep-2015 10:53:14 MST	Kari DeLap	275107	Senior Administrative Assistant #129-16	APMG Corporate - APMG, Technology - Information Technology 240C	14-Sep-2015	Jooble	Free
9.	14-Sep-2015 10:53:14 MST	Kari DeLap	275107	Senior Administrative Assistant #129-16	APMG Corporate - APMG, Technology - Information Technology 240C	14-Sep-2015	Monster Controlled (USA Only)	Free
10.	14-Sep-2015 10:53:14 MST	Kari DeLap	275107	Senior Administrative Assistant #129-16	APMG Corporate - APMG, Technology - Information Technology 240C	14-Sep-2015	Job Inventory	Free
11.	14-Sep-2015 10:53:14 MST	Kari DeLap	275107	Senior Administrative Assistant #129-16	APMG Corporate - APMG, Technology - Information Technology 240C	14-Sep-2015	Glassdoor.com	Free
12.	14-Sep-2015 10:46:57 MST	Kari DeLap	275107	Senior Administrative Assistant #129-16	APMG Corporate - APMG, Technology - Information Technology 240C	14-Sep-2015	Indeed Organic	Free

Are you an energetic, detailed, focused, administrative professional who likes to work with senior leaders and donors? Minnesota Public Radio | American Public Media is seeking a Sr. Administrative Assistant during this exciting time as we launch a multi-year campaign. You would serve as a liaison to the executive staff, business contacts, donors, campaign volunteers and board members. This position directly supports the Senior Vice President of Development and the Development department in related efforts. Excellent customer service, organization and communication skills a must!

Application deadline: February 12, 2016

Position Responsibility:

- Provide administrative support to the SVP as well as Directors of Development to include calendar management, phone and email response and coordination, logistical and organizational support for meetings, travel arrangements, correspondence preparation, and project management.
- Support Campaign Manager in coordinating all logistics for the implementation of a major campaign including; interviews, travel arrangements, assistance to campaign donors and volunteers, campaign counsel, and others.
- With the direction of the SVP and CEO, interact and maintain relationships with major donors, including highest level donors.
- Drive budget process, use discretion regarding budget decisions, execute monthly forecasting for Development, track expenditures, POs, and check requests, as needed for the department.
- Manage expenses for the department and complete expense reports for SVP, directors and others as needed. Also, monitor expenses put through department from other areas in the organization, including any marketing and postal charges.
- Assist other Directors with confidential projects, as requested by SVP.
- Gather and prepare materials for all meetings of the MPR/APM Development Committee, Campaign Steering Committee and other campaign committees.
- Provide back-up for other Assistants when they are out of the office or in need of assistance.
- Assist Development Operations as needed which includes, but is not limited to: FRID matching during a drive, processing bad credit cards, and back-up for gift reports.
- Assume special projects as assigned.
- Coordinate with other Development department assistants to insure a system of back-up for work and overall completion of tasks when deliverables require cooperation.
- Other duties as assigned.
- Act as the spokesperson for the SVP when s/he is not available.
- Complete registration, lodging, and flight arrangements for SVP as well as others in the department who travel to board meetings, conferences, and seminars.
- Monitor SVP's tasks related to assigned donors to ensure timely communication and follow up.
- Draft communications for internal and external meetings including: donor correspondence, letters, meeting agendas, memos, notes, and presentations.

- Schedule monthly Development meetings, weekly direct report meetings, campaign meetings with donors as well as internal campaign meetings and other meetings as necessary.
- Assist in drafting, proofing, preparing and mailing correspondence, including internal, external and campaign communications.
- Coordinate with the President's office regarding development related activities and donor coordination, donor meeting prep, etc.
- Utilize Salesforce donor database to visit reports and next steps; monitor task completion, produce reports and task lists; record and file major donor and grant related correspondence ensuring internal communication and documentation.
- Order and stock office supplies and support maintenance of office equipment.
- Participate in afterhours fundraising events as needed.
- Prepare monthly and other reports and conduct special projects as directed.
- Coordinate monthly staff meetings and events, quarterly off site direct report retreat/check in meetings, and annual team retreat, including location and meal arrangements.
- Coordinate Development portions of the board report for SCPR and MPR.
- Act as first-point-of-contact for vendors and guests. Greet, assist, and provide resources, as appropriate.

Required Education and Experience:

- Associate's degree or equivalent experience required.
- Minimum of 5 years administrative support experience or equivalent, at least 3 years supporting a development/sales/relationship-driven senior leader is critical.
- Significant experience using Word, Excel, PowerPoint, and MS Outlook and ability to learn other applications as required.
- Demonstrated positive customer service experience.
- Experience with coordinating budgets.

Required Skills, Knowledge and Abilities:

- Excellent organizational and communication skills (both oral and written).
- Demonstrated experience and comfort in communicating by phone or email.
- Sensitivity to detail and deadlines in a multitasking environment.
- Must be able to work independently and very proactively with minimal direction/supervision.
- Requires a high level of confidentiality, judgment, discretion, risk-taking and self-confidence.
- Expert Microsoft Office skills.
- Demonstrated skills with utilizing constituent databases.
- Must be positive, energetic, and a team player.
- Strong relationships building skills to interact with internal staff, and outside individuals from the community.
- Expert skill level required to perform broad range of very complex work assignments. This is a position requiring task orientation, organization, attention to detail and strong follow-up skills.

- Relies on extensive experience and judgment to plan and accomplish assigned tasks and goals, with a keen eye to prioritizing and the knowledge that the pace never slows.
- Decisions are made in situations in which there are no established procedures. Skilled and mature judgment and problem solving are required.

Preferred Skills and Experience:

- Bachelor's degree preferred.
- Experience working in a non-profit organization is helpful.
- Understanding of philanthropic development desirable
- Knowledge of public media is a plus.

Reporting To This Position: None

Physical Demands and Working Conditions:

- Must be able to perform the essential duties of the position with or without reasonable accommodation.
- Physical Demands:
 - Required to move about in an office environment and sit for extended periods of time
 - Frequent use of hands for data entry/keystrokes and simple grasping
- Working Conditions:
 - Moderate noise level
 - Occasional exposure to prevalent weather conditions

Diversity creates a healthier atmosphere: All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law.

Senior Administrative Assistant, MPR News

Source of Interviewee

Other - Randstad assignment

To 10 Apr 2018								
Filter Bookmark This Report Export to CSV								
Paid Job Boards								
No paid job board results								
Automated Job Boards								
	Date Posted	Requested By	Job ID	Job Title	Department	Job Start Date	Job Board Name	Amount
1.	10-Nov-2015 12:22:53 MST	Kari DeLap	302565	Senior Administrative Assistant, MPR News #153-16	Minnesota Public Radio - MPR News, Newsroom - 17HB	10-Nov-2015	US Jobs	Free
2.	10-Nov-2015 12:22:53 MST	Kari DeLap	302565	Senior Administrative Assistant, MPR News #153-16	Minnesota Public Radio - MPR News, Newsroom - 17HB	10-Nov-2015	Twitter Job/Watch (USA only)	Free
3.	10-Nov-2015 12:22:53 MST	Kari DeLap	302565	Senior Administrative Assistant, MPR News #153-16	Minnesota Public Radio - MPR News, Newsroom - 17HB	10-Nov-2015	Trovit	Free
4.	10-Nov-2015 12:22:53 MST	Kari DeLap	302565	Senior Administrative Assistant, MPR News #153-16	Minnesota Public Radio - MPR News, Newsroom - 17HB	10-Nov-2015	SimplyHired	Free
5.	10-Nov-2015 12:22:53 MST	Kari DeLap	302565	Senior Administrative Assistant, MPR News #153-16	Minnesota Public Radio - MPR News, Newsroom - 17HB	10-Nov-2015	Recruit.net	Free
6.	10-Nov-2015 12:22:53 MST	Kari DeLap	302565	Senior Administrative Assistant, MPR News #153-16	Minnesota Public Radio - MPR News, Newsroom - 17HB	10-Nov-2015	Oodle.com	Free
7.	10-Nov-2015 12:22:53 MST	Kari DeLap	302565	Senior Administrative Assistant, MPR News #153-16	Minnesota Public Radio - MPR News, Newsroom - 17HB	10-Nov-2015	JuJu.com (USA Only)	Free
8.	10-Nov-2015 12:22:53 MST	Kari DeLap	302565	Senior Administrative Assistant, MPR News #153-16	Minnesota Public Radio - MPR News, Newsroom - 17HB	10-Nov-2015	Jooble	Free
9.	10-Nov-2015 12:22:53 MST	Kari DeLap	302565	Senior Administrative Assistant, MPR News #153-16	Minnesota Public Radio - MPR News, Newsroom - 17HB	10-Nov-2015	Monster Controlled (USA Only)	Free
10.	10-Nov-2015 12:22:53 MST	Kari DeLap	302565	Senior Administrative Assistant, MPR News #153-16	Minnesota Public Radio - MPR News, Newsroom - 17HB	10-Nov-2015	Job Inventory	Free
11.	10-Nov-2015 12:22:53 MST	Kari DeLap	302565	Senior Administrative Assistant, MPR News #153-16	Minnesota Public Radio - MPR News, Newsroom - 17HB	10-Nov-2015	Glassdoor.com	Free
12.	10-Nov-2015 12:20:11 MST	Kari DeLap	302565	Senior Administrative Assistant, MPR News #153-16	Minnesota Public Radio - MPR News, Newsroom - 17HB	10-Nov-2015	Indeed Organic	Free

The Senior Administrative Assistant provides both financial and administrative support for the operations and the staff of the MPR and Regional News. The primary area of responsibility is to manage the MPR and News budget, from preparation to expense tracking to grant reporting and fulfillment. This position requires close collaboration with other Content managers, and Finance and Development staff.

The position will also develop and manage project timelines, work with Human Resources for hiring and staff support, make capital purchases, draft correspondence, and prepare reports and others materials as required. This role will also schedule and manage appointments and events.

Application deadline: December 1, 2015

Position Responsibility:

- Oversee the News budget, including: preparing, tracking and reporting, scenario analysis, ensuring accurate expense processing, and communicating budget issues to managers as they arise.
- Manage the ongoing budget development process, including periodic projections and budget revisions as needed for department leadership.
- Help manage grants for News, ensuring that they stay on schedule, that goals and objectives are met, and that required deliverables are produced in a timely manner and in compliance with the requirements of the grant, specifically:
 - Develop project management timelines or other tracking systems to organize deliverables and communicate the status of work and grants.
 - Assist Finance and Development with accounting processes and grant fulfillment obligations. Ensure financial reports are appropriate and provided on a timely basis.
 - Participate in organization-wide activities aimed to strengthen project and grant management through improved communication and early intervention, as needed.
 - Assist Development and Finance staff in creating budgets for grant proposals
- Provide daily support to the Executive Director of News, Managing Director for Investigations and ARW, and the Senior VP of Business Development including calendar management, correspondence, travel coordination, expense processing, HR issues and special projects as assigned. Other daily support and financial assistance may be required for managers who report to the Managing Director of News and the Senior VP of Business Development.
- Provide daily support to the newsroom in general, as the buyer for supplies and other purchases, support for and scheduling of internal events, etc.
- Other duties as assigned.

Required Education and Experience:

- Associate's Degree or equivalent work experience.
- Five or more years of administrative support experience, particularly with senior management.
- Accounting background and/or demonstrated ability in overseeing budgets and tracking financial progress.

- Experience coordinating budgets.
- Proficient Microsoft Office skills with significant experience (Word, Excel, PowerPoint, Outlook).

Required Skills, Knowledge and Abilities:

- Detailed oriented, and well-organized with the capacity to develop, coordinate, and report on complex projects in a fast paced creative environment.
- Self-starter with excellent writing and financial management skills.
- Strong collaborative management skills.
- Strong coordination and planning skills.
- Must be able to synthesize complex ideas and activities into coherent and compelling narratives.
- Excellent organizational skills; effective with details and deadlines.
- Ability to work independently while maintaining effective communication and accountability.
- Ability to work collaboratively and effectively with colleagues in multiple departments/divisions.
- Demonstrated high degree of confidentiality.
- Demonstrated understanding of local and National news programming (broadcast and web).
- Ability to learn new applications as required.

Preferred Skills and Experience:

- Bachelor's Degree.
- • Knowledge of public radio programming, or experience in other non-profit media companies an advantage.
- • Experience with Concur, Lawson or other financial information systems.
- Experience with fundraising and financial management a plus.

Reporting To This Position: None

Physical Demands and Working Conditions:

- Must be able to perform the essential duties of the position with or without reasonable accommodation.
- Physical Demands:
 - Required to move about in an office environment and sit for extended periods of time.
 - Frequent use of hands for data entry/keystrokes and simple grasping.
- Working Conditions:
 - Moderate noise level.
 - Occasional exposure to prevalent weather conditions.

Diversity creates a healthier atmosphere: All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law.

Director of Major and Planned Giving

Sources of Interviewees

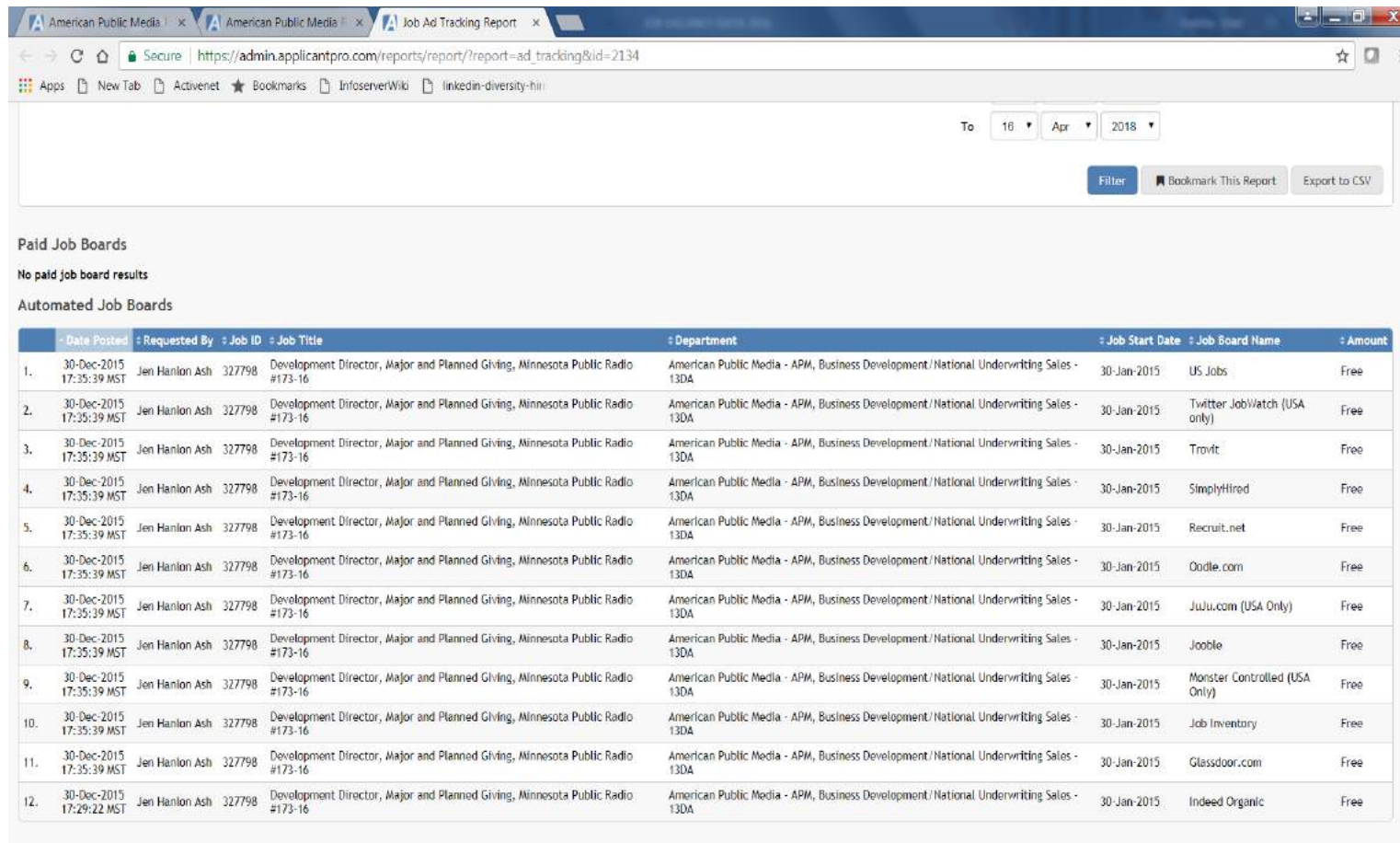
2 Word of Mouth

1 Other

2 Linked In

1 Employee Referral

2 Current Magazine/Online



Secure | https://admin.applicantpro.com/reports/report/?report=ad_tracking&id=2134

To 16 Apr 2018

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Paid Job Boards

No paid job board results

Automated Job Boards

	Date Posted	Requested By	Job ID	Job Title	Department	Job Start Date	Job Board Name	Amount
1.	30-Dec-2015 17:35:39 MST	Jen Hanlon Ash	327798	Development Director, Major and Planned Giving, Minnesota Public Radio #173-16	American Public Media - APM, Business Development/National Underwriting Sales - 130A	30-Jan-2015	US Jobs	Free
2.	30-Dec-2015 17:35:39 MST	Jen Hanlon Ash	327798	Development Director, Major and Planned Giving, Minnesota Public Radio #173-16	American Public Media - APM, Business Development/National Underwriting Sales - 130A	30-Jan-2015	Twitter JobWatch (USA only)	Free
3.	30-Dec-2015 17:35:39 MST	Jen Hanlon Ash	327798	Development Director, Major and Planned Giving, Minnesota Public Radio #173-16	American Public Media - APM, Business Development/National Underwriting Sales - 130A	30-Jan-2015	Trovit	Free
4.	30-Dec-2015 17:35:39 MST	Jen Hanlon Ash	327798	Development Director, Major and Planned Giving, Minnesota Public Radio #173-16	American Public Media - APM, Business Development/National Underwriting Sales - 130A	30-Jan-2015	SimplyHired	Free
5.	30-Dec-2015 17:35:39 MST	Jen Hanlon Ash	327798	Development Director, Major and Planned Giving, Minnesota Public Radio #173-16	American Public Media - APM, Business Development/National Underwriting Sales - 130A	30-Jan-2015	Recruit.net	Free
6.	30-Dec-2015 17:35:39 MST	Jen Hanlon Ash	327798	Development Director, Major and Planned Giving, Minnesota Public Radio #173-16	American Public Media - APM, Business Development/National Underwriting Sales - 130A	30-Jan-2015	Oodle.com	Free
7.	30-Dec-2015 17:35:39 MST	Jen Hanlon Ash	327798	Development Director, Major and Planned Giving, Minnesota Public Radio #173-16	American Public Media - APM, Business Development/National Underwriting Sales - 130A	30-Jan-2015	JuJu.com (USA Only)	Free
8.	30-Dec-2015 17:35:39 MST	Jen Hanlon Ash	327798	Development Director, Major and Planned Giving, Minnesota Public Radio #173-16	American Public Media - APM, Business Development/National Underwriting Sales - 130A	30-Jan-2015	Jooble	Free
9.	30-Dec-2015 17:35:39 MST	Jen Hanlon Ash	327798	Development Director, Major and Planned Giving, Minnesota Public Radio #173-16	American Public Media - APM, Business Development/National Underwriting Sales - 130A	30-Jan-2015	Monster Controlled (USA Only)	Free
10.	30-Dec-2015 17:35:39 MST	Jen Hanlon Ash	327798	Development Director, Major and Planned Giving, Minnesota Public Radio #173-16	American Public Media - APM, Business Development/National Underwriting Sales - 130A	30-Jan-2015	Job Inventory	Free
11.	30-Dec-2015 17:35:39 MST	Jen Hanlon Ash	327798	Development Director, Major and Planned Giving, Minnesota Public Radio #173-16	American Public Media - APM, Business Development/National Underwriting Sales - 130A	30-Jan-2015	Glassdoor.com	Free
12.	30-Dec-2015 17:29:22 MST	Jen Hanlon Ash	327798	Development Director, Major and Planned Giving, Minnesota Public Radio #173-16	American Public Media - APM, Business Development/National Underwriting Sales - 130A	30-Jan-2015	Indeed Organic	Free

****Please note: application deadline is April 12, 2016 11:59 pm Central****

The Role

Minnesota Public Radio seeks a Director of Major and Planned Giving. The Director is responsible for leading the major and planned gifts team of seven professionals, securing at least \$3.7 million in gifts (annually) and co-managing the implementation of a \$75 million capital and endowment campaign; of which \$54 million is targeted to come from individual donors. As a member of the Directors team and larger Development staff, this position reports to and works closely with the Senior Vice President for Development and with senior leadership of MPR and APMG to secure gifts from donors living inside and outside of Minnesota. The Director will work closely with the President/CEO and Senior Vice President for Development to build both visibility and a stronger relationship with the organization's stakeholders.

The Opportunity

MPR has a comprehensive membership and development program which generates charitable revenue annually from 134,000+ donors/members. The greatest opportunity for revenue growth is in major, individual giving. While the membership program is well-established, major and planned giving are relatively new programs and the opportunity to enhance these programs is significant given the financial capacity and longevity of giving in the donor base. Today there is a unique opportunity to expedite the growth of these programs with the introduction of a \$75 million campaign to fund the reinvention of public media for the 21st Century. For the appropriate candidate, this opportunity includes working with a team of experienced development and media professionals, building the major and planned giving programs, completing a successful major campaign and working in an exciting, fast-paced, rapidly changing public media environment.

Areas of Responsibility and Accountability

Individual Giving Program/Fundraising

This position has responsibility for managing Minnesota Public Radio's individual major gifts program and the staff accountable for contributed revenue from current and deferred gifts. The Director is responsible for developing and monitoring a multi-year plan and overall budget forecasting and management for this effort which includes all major gift cultivation and communication strategies and stewardship activities around this effort. The Director also works with lead Content professionals to help shape major giving opportunities for donor prospects. This person will also have accountability for a small portfolio of major gift donors.

Individual and Team Development

The Director will have responsibility to build a culture of constructive performance coaching around established metrics for his/her team encouraging creativity, entrepreneurship and productivity that includes creating professional development opportunities for individual team contributors. Setting an example and engaging the team to build their competencies, to build new and "best practice" processes and to build gift production will be required. Building an inclusive and healthy team environment around this development function is critical.

Campaign

The Director is a critical partner to the Sr. Vice President of Development and the organization's leadership in executing a significant capital effort in the next several years. This person will assist in implementing the campaign plan, recruiting volunteer leadership, shaping reporting tools, monitoring revenue goals against established benchmarks and influencing the content and direction of campaign communications. The Director will lead the establishment of protocols and the team's engagement in the on-going conversion to a new, enterprise-wide Customer Relationship Management (CRM) system.

Administration

The Director of Major and Planned Gifts should be familiar with CRM tools and how they are used to identify prospects' which could include use of predictive modeling. S/he should also be familiar with the use of software for "moves management" within portfolios, building affiliation programs and the use of data to develop a pipeline and populate campaign gift tables. Comfort in use and knowledge of technology for data management and staff accountability is critical in this role.

Working Relationships

This position reports directly to the Senior Vice President for Development. Direct reports to the Director of Major and Planned Gifts include: the Senior Planned Giving Officer, Senior Major Gifts Officer/National, Principal Gifts Officer, Senior Major Gifts Officer, Leadership/PC Coordinator, a Development Officer and a Development Assistant. A Planned Giving Officer is also part of the team and reports directly to the Senior Planned Giving Officer.

The Director serves as part of the Revenue Leadership Team led by the SVP of Development and includes the Managing Director of Development Operations and Strategy and Director of Institutional Giving. The Director also works closely with the Campaign Core Team and Campaign manager and the Manager of Prospect Research.

The Ideal Candidate

The ideal candidate will have eight or more years of demonstrated successful experience in all aspects of individual giving and capital campaign planning and execution. The candidate should be able to demonstrate prior success in securing six and seven-figure individual gifts. Additionally, five or more years of supervisory/management experience is required with the ability to inspire, coach and lead a diverse team. The candidate must have experience in planning, execution and control of significant sized campaigns including both annual and capital fund efforts. S/he must have experience and ability to build relationships and work collaboratively across an organization, including engaging multiple types of stakeholders in donor cultivation and solicitation.

Preferred Skills and Experience

The candidate should be knowledgeable about and committed to public media and enthusiastic about the mission and programs and services of Minnesota Public Radio and American Public Media Group. A Master's degree, CFRE or ACFRE designation is preferred. Familiarity with Minnesota's philanthropic community is desirable.

CohenTaylor Executive Search Services has been retained to conduct this search.

To apply, please send your resume to info@cohentaylor.com.

All inquiries will remain confidential.

****Please note: application deadline is April 12, 2016 11:59 pm Central****

Diversity creates a healthier atmosphere: All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law.

Senior Network Engineer

Sources of Interviewees

5 Indeed

1 Facebook

1 Linked In

Job Ad Tracking Report									
https://admin.applicantpro.com/reports/report/?report=ad_tracking&id=2134									
	Date Posted	Requested By	Job ID	Job Title	Department	Job Start Date	Job Board Name	Amount	Job Board Email
1.	22-Feb-2016 00:00:00 MST	Karl DeLap	353028	Senior Network Engineer #193-16	Minnesota Public Radio - APMG, Technology, Information Technology - 240C	22-Feb-2016	Posted it Myself	\$0.00	
2.	22-Feb-2016 00:00:00 MST	Karl DeLap	353028	Senior Network Engineer #193-16	Minnesota Public Radio - APMG, Technology, Information Technology - 240C	22-Feb-2016	Posted it Myself	\$0.00	
3.	22-Feb-2016 00:00:00 MST	Karl DeLap	353028	Senior Network Engineer #193-16	Minnesota Public Radio - APMG, Technology, Information Technology - 240C	22-Feb-2016	Posted it Myself	\$0.00	
								Total: \$0.00	
Automated Job Boards									
	Date Posted	Requested By	Job ID	Job Title	Department	Job Start Date	Job Board Name	Amount	
1.	22-Feb-2016 12:06:43 MST	Karl DeLap	353028	Senior Network Engineer #193-16	Minnesota Public Radio - APMG, Technology, Information Technology - 240C	22-Feb-2016	US Jobs	Free	
2.	22-Feb-2016 12:06:43 MST	Karl DeLap	353028	Senior Network Engineer #193-16	Minnesota Public Radio - APMG, Technology, Information Technology - 240C	22-Feb-2016	Twitter JobWatch (USA only)	Free	
3.	22-Feb-2016 12:06:43 MST	Karl DeLap	353028	Senior Network Engineer #193-16	Minnesota Public Radio - APMG, Technology, Information Technology - 240C	22-Feb-2016	Trovit	Free	
4.	22-Feb-2016 12:06:43 MST	Karl DeLap	353028	Senior Network Engineer #193-16	Minnesota Public Radio - APMG, Technology, Information Technology - 240C	22-Feb-2016	SimplyHired	Free	
5.	22-Feb-2016 12:06:43 MST	Karl DeLap	353028	Senior Network Engineer #193-16	Minnesota Public Radio - APMG, Technology, Information Technology - 240C	22-Feb-2016	Recruit.net	Free	
6.	22-Feb-2016 12:06:43 MST	Karl DeLap	353028	Senior Network Engineer #193-16	Minnesota Public Radio - APMG, Technology, Information Technology - 240C	22-Feb-2016	Oodle.com	Free	
7.	22-Feb-2016 12:06:43 MST	Karl DeLap	353028	Senior Network Engineer #193-16	Minnesota Public Radio - APMG, Technology, Information Technology - 240C	22-Feb-2016	JuJu.com (USA Only)	Free	
8.	22-Feb-2016 12:06:43 MST	Karl DeLap	353028	Senior Network Engineer #193-16	Minnesota Public Radio - APMG, Technology, Information Technology - 240C	22-Feb-2016	Jooble	Free	
9.	22-Feb-2016 12:06:43 MST	Karl DeLap	353028	Senior Network Engineer #193-16	Minnesota Public Radio - APMG, Technology, Information Technology - 240C	22-Feb-2016	Monster Controlled (USA Only)	Free	
10.	22-Feb-2016 12:06:43 MST	Karl DeLap	353028	Senior Network Engineer #193-16	Minnesota Public Radio - APMG, Technology, Information Technology - 240C	22-Feb-2016	Job Inventory	Free	
11.	22-Feb-2016 12:06:43 MST	Karl DeLap	353028	Senior Network Engineer #193-16	Minnesota Public Radio - APMG, Technology, Information Technology - 240C	22-Feb-2016	Glassdoor.com	Free	
12.	22-Feb-2016 11:53:24 MST	Karl DeLap	353028	Senior Network Engineer #193-16	Minnesota Public Radio - APMG, Technology, Information Technology - 240C	22-Feb-2016	Indeed Organic	Free	

This position will work in the IT Infrastructure team within the Information Technology department of American Public Media | Minnesota Public Radio. This role is the primary Architect and Engineer for a Cisco-based network that supports both audio and data in multiple locations connected via MPLS and/or VPN.

Application deadline: April 18, 2016

Position Responsibility:

- Design, administer, and support of all Cisco networks (IOS & NX-OS) including all LAN and WAN infrastructure components (routers, switches, IDS/IPS, WLAN, firewalls.)
- Design, administer, and support advanced network protocols (OSPF, BGP, HSRP, PIM, Spanning Tree, VPC).
- Design, administer, and support of multicast networks.
- Design, administer, review and support network security devices and programs.
- Design, administer and support of network monitoring systems for APM | MPR.
- Maximize network performance by monitoring performance; troubleshooting network problems and outages; scheduling upgrades; and collaborating with server support personal on network optimization.
- Maintain and develop system level documentation and standard operating procedures for all systems.
- Provide relief support as needed to the other functional areas of the IT Infrastructure team. This can include Broadcast system support, streaming audio servers, and IP load balancers.
- Maintain outstanding customer relations and keep customers informed on project/problem status.
- Work with vendors for product information and design, pricing, and support escalation.
- Provide on-call network and systems administration technical support.
- Assist the Director of IT Infrastructure with departmental budgets.
- Other duties as requested.

Required Education and Experience:

- Bachelor's Degree in Computer Science, MIS, or equivalent work experience.
- Minimum of 5 years of Cisco routing and switching experience. CCNP preferred.
- Minimum of 5 years of experience in a network support role with IP networking, including network security evaluation.
- Previous experience with network architecture or network planning.

Required Skills, Knowledge and Abilities:

- In-depth knowledge of Cisco Networking equipment.
- In-depth knowledge of Cisco Multicast networks.
- Knowledge of security products (Firewall, IPS), including broad knowledge of products trends and issues.

- Excellent ability to communicate both written and verbal, in a highly customer service focused environment.
- Excellent planning and organizational skills.

Preferred Skills and Experience:

- IP-based Audio Experience.
- Experience with Cisco Nexus.
- Experience with Cisco UCS.
- Experience with load balancer technology.

Reporting To This Position: None

Physical Demands and Working Conditions:

- Must be able to perform the essential duties of the position with or without reasonable accommodation.
- Some travel may be required.
- Must be able to be on call 24/7, with adequate 24 hour transportation.
- Physical Demands:
 - Required to move about in an office environment and sit for extended periods of time
 - Required to move about in the community
 - Reach with hands and arms
 - Required to work outdoors at times
 - Frequent use of hands for data entry/keystrokes and simple grasping
 - Required to lift up to 50 pounds
- Working Conditions:
 - Moderate noise level
 - Occasional exposure to prevalent weather conditions

Diversity creates a healthier atmosphere: All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law.

Web Developer

Sources of Interviewees

2 Indeed

1 Employee Referral

1 APM Careers Website

1 Word of Mouth

Paid Job Boards									
No paid job board results									
Automated Job Boards									
	Date Posted	Requested By	Job ID	Job Title	Department	Job Start Date	Job Board Name	Amount	
1.	16-May-2016 10:45:40 MST	Kari DeLap	400024	Web Developer #221-16	Minnesota Public Radio - MPR, Digital Media, Product Development - 23NA	16-May-2016	VowJobs (Canada Only)	Free	
2.	16-May-2016 10:45:40 MST	Kari DeLap	400024	Web Developer #221-16	Minnesota Public Radio - MPR, Digital Media, Product Development - 23NA	16-May-2016	US Jobs	Free	
3.	16-May-2016 10:45:40 MST	Kari DeLap	400024	Web Developer #221-16	Minnesota Public Radio - MPR, Digital Media, Product Development - 23NA	16-May-2016	Twitter JobWatch (USA only)	Free	
4.	16-May-2016 10:45:40 MST	Kari DeLap	400024	Web Developer #221-16	Minnesota Public Radio - MPR, Digital Media, Product Development - 23NA	16-May-2016	Trovit	Free	
5.	16-May-2016 10:45:40 MST	Kari DeLap	400024	Web Developer #221-16	Minnesota Public Radio - MPR, Digital Media, Product Development - 23NA	16-May-2016	SimplyHired	Free	
6.	16-May-2016 10:45:40 MST	Kari DeLap	400024	Web Developer #221-16	Minnesota Public Radio - MPR, Digital Media, Product Development - 23NA	16-May-2016	Recruit.net	Free	
7.	16-May-2016 10:45:40 MST	Kari DeLap	400024	Web Developer #221-16	Minnesota Public Radio - MPR, Digital Media, Product Development - 23NA	16-May-2016	Oodle.com	Free	
8.	16-May-2016 10:45:40 MST	Kari DeLap	400024	Web Developer #221-16	Minnesota Public Radio - MPR, Digital Media, Product Development - 23NA	16-May-2016	Monster Controlled (USA Only)	Free	
9.	16-May-2016 10:45:40 MST	Kari DeLap	400024	Web Developer #221-16	Minnesota Public Radio - MPR, Digital Media, Product Development - 23NA	16-May-2016	JuJu.com (USA Only)	Free	
10.	16-May-2016 10:45:40 MST	Kari DeLap	400024	Web Developer #221-16	Minnesota Public Radio - MPR, Digital Media, Product Development - 23NA	16-May-2016	Jooble	Free	
11.	16-May-2016 10:45:40 MST	Kari DeLap	400024	Web Developer #221-16	Minnesota Public Radio - MPR, Digital Media, Product Development - 23NA	16-May-2016	Job Inventory	Free	
12.	16-May-2016 10:45:40 MST	Kari DeLap	400024	Web Developer #221-16	Minnesota Public Radio - MPR, Digital Media, Product Development - 23NA	16-May-2016	Glassdoor.com	Free	
13.	16-May-2016 10:45:40 MST	Kari DeLap	400024	Web Developer #221-16	Minnesota Public Radio - MPR, Digital Media, Product Development - 23NA	16-May-2016	BackPage (USA only)	Free	
14.	16-May-2016 10:37:17 MST	Kari DeLap	400024	Web Developer #221-16	Minnesota Public Radio - MPR, Digital Media, Product Development - 23NA	16-May-2016	Indeed Organic	Free	

Join Minnesota Public Radio as a Web Developer and work in a setting that places audiences first. Your efforts will be seen by hundreds of thousands of people. Your assignments will revolve around ground-up renovation and maintenance of major web sites like MPR News, Classical MPR, Marketplace and The Current. MPR is committed to expanding our digital impact and we are exploring new ways to serve our audiences and mission on digital platforms. Expect your flexibility and knowledge to be tested as projects evolve and assignments expand. We promote a team environment where we both teach and learn from each other. This is expressed in code review, ad hoc tutorials, pair programming, occasional tech talks, and an environment where its ok to ask each other questions. Additionally, we offer flexible hours, the ability to occasionally work from home (pending supervisor approval), and good work/life balance.

Application deadline: June 6, 2016

Position Responsibility:

- Write controllers, models, helpers, views (templates), javascript and possibly stylesheets.
- Write unit and integration tests.
- Integrate features of external services like analytics and external APIs into new and existing sites.
- Participate in code reviews receiving and providing constructive criticism.
- Rebuild and enhance existing sites to improve user experience and meet business goals.
- Stay current with emerging trends in digital media and articulate these directions within the department and company.
- Other duties as assigned.

Required Education and Experience:

- Bachelor's degree or equivalent work experience.
- 3+ years of experience in web or other software development using an object-oriented language and techniques. Ruby or PHP preferred but other languages are acceptable. Candidates with fewer years of experience will be considered if their coding ability level is sufficient to perform the required responsibilities of this position.

Preferred Skills, Knowledge and Abilities:

- Experience with an MVC Framework such as Rails, Sinatra, Laravel, Symfony or PHP Slim. We are primarily using Ruby on Rails for new development.
- Experience with unit testing with Rspec, Jasmine, Minitest, PHP Unit, or a similar framework.
- Experience with Javascript including Require JS, Common JS, and/or ES6.
- Experience with HTML5 video/audio, JS feature detection, geolocation and web storage.
- Experience in working with consumer-oriented web sites and/or media site experience a plus.
- Familiarity with REST APIs, database-driven sites and content management systems.
- Ability to work under deadline pressure.
- Ability to work in an interdisciplinary team environment.

- Solid oral and written communications skills including the ability to prepare and present code for review.
- Understanding of and the ability to apply web standards for usability and accessibility.
- Knowledge of standard development processes and procedures, such as agile development and rapid prototyping.

Reporting To This Position: None

Physical Demands and Working Conditions:

- Must be able to perform the essential duties of the position with or without reasonable accommodation.
- Physical Demands:
 - Required to move about in an office environment and sit for extended periods of time
 - Frequent use of hands for data entry/keystrokes and simple grasping
- Working Conditions:
 - Moderate noise level
 - Occasional exposure to prevalent weather conditions

Diversity creates a healthier atmosphere: All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law.

Associate Digital Producer

Sources of Interviewees

2 Indeed

1 Word of Mouth

1 Employee Referral

1 Indeed

2 Facebook

7 APM Careers Website

Paid Job Boards								
	Date Posted	Requested By	Job ID	Job Title	Department	Job Start Date	Job Board Name	Amount
1.	25-May-2016 00:00:00 MST	Karl DeLap	380477	Associate Digital Producer (News) #215-16	Minnesota Public Radio - MPR News, Digital - 17HA	18-Apr-2016	Posted It Myself	\$0.00
2.	24-Apr-2016 00:00:00 MST	Karl DeLap	380477	Associate Digital Producer (News) #215-16	Minnesota Public Radio - MPR News, Digital - 17HA	18-Apr-2016	Posted It Myself	\$0.00
								Total: \$0.00
Automated Job Boards								
	Date Posted	Requested By	Job ID	Job Title	Department	Job Start Date	Job Board Name	Amount
1.	13-Apr-2016 10:41:38 MST	Karl DeLap	380477	Associate Digital Producer (News) #215-16	Minnesota Public Radio - MPR News, Digital - 17HA	18-Apr-2016	US Jobs	Free
2.	13-Apr-2016 10:41:38 MST	Karl DeLap	380477	Associate Digital Producer (News) #215-16	Minnesota Public Radio - MPR News, Digital - 17HA	18-Apr-2016	Twitter JobWatch (USA only)	Free
3.	13-Apr-2016 10:41:38 MST	Karl DeLap	380477	Associate Digital Producer (News) #215-16	Minnesota Public Radio - MPR News, Digital - 17HA	18-Apr-2016	Trovit	Free
4.	13-Apr-2016 10:41:38 MST	Karl DeLap	380477	Associate Digital Producer (News) #215-16	Minnesota Public Radio - MPR News, Digital - 17HA	18-Apr-2016	SimplyHired	Free
5.	13-Apr-2016 10:41:38 MST	Karl DeLap	380477	Associate Digital Producer (News) #215-16	Minnesota Public Radio - MPR News, Digital - 17HA	18-Apr-2016	Recruit.net	Free
6.	13-Apr-2016 10:41:38 MST	Karl DeLap	380477	Associate Digital Producer (News) #215-16	Minnesota Public Radio - MPR News, Digital - 17HA	18-Apr-2016	Oodle.com	Free
7.	13-Apr-2016 10:41:38 MST	Karl DeLap	380477	Associate Digital Producer (News) #215-16	Minnesota Public Radio - MPR News, Digital - 17HA	18-Apr-2016	JuJu.com (USA Only)	Free
8.	13-Apr-2016 10:41:38 MST	Karl DeLap	380477	Associate Digital Producer (News) #215-16	Minnesota Public Radio - MPR News, Digital - 17HA	18-Apr-2016	Jooble	Free
9.	13-Apr-2016 10:41:38 MST	Karl DeLap	380477	Associate Digital Producer (News) #215-16	Minnesota Public Radio - MPR News, Digital - 17HA	18-Apr-2016	Monster Controlled (USA Only)	Free
10.	13-Apr-2016 10:41:38 MST	Karl DeLap	380477	Associate Digital Producer (News) #215-16	Minnesota Public Radio - MPR News, Digital - 17HA	18-Apr-2016	Job Inventory	Free
11.	13-Apr-2016 10:41:38 MST	Karl DeLap	380477	Associate Digital Producer (News) #215-16	Minnesota Public Radio - MPR News, Digital - 17HA	18-Apr-2016	Glassdoor.com	Free
12.	13-Apr-2016 10:41:38 MST	Karl DeLap	380477	Associate Digital Producer (News) #215-16	Minnesota Public Radio - MPR News, Digital - 17HA	18-Apr-2016	BackPage (USA only)	Free
13.	13-Apr-2016 10:25:06 MST	Karl DeLap	380477	Associate Digital Producer (News) #215-16	Minnesota Public Radio - MPR News, Digital - 17HA	18-Apr-2016	Indeed Organic	Free

Minnesota Public Radio is looking for an experienced, detail-oriented digital producer with solid news judgement. Based in our Moorhead, Minnesota Bureau, the Associate Digital Producer for MPR News performs the essential functions of maintaining daily digital news properties.

Duties will include: producing and copy editing news stories, editing photos, programming digital channels and writing original news and feature stories.

The hours for this role will require working from approximately 7:30 a.m. to 4:00 p.m. Monday – Friday.

Application deadline: May 9, 2016

Position Responsibilities:

- Prioritizing and producing stories.
- Using solid news judgment to establish priorities of stories on the site and in production.
- Maintaining MPR News social feeds.
- Managing stories and related elements throughout the day as they develop.
- Editing and producing news briefs.
- Maintaining digital story budgets so it accurately reflects the status of stories and production at any given time during the day.
- Reading behind each story to be produced for clarity, AP style and grammar.
- Working with visuals and photos as necessary to better tell our stories – from the wire, from local and freelance photographers, etc.
- Assigning positions to stories on the homepage, keeping in mind traffic patterns and audience needs.
- Working with editors and reporters on developing stories to clarify questions.
- Working with colleagues to propose ways to tell stories as they evolve.
- Other duties as assigned.

Required Education and Experience:

- Bachelor's degree or an equivalent work experience.
- 2+ years of digital news production experience.
- Proficiency with standard tools of a digital news producer, including content management systems and photo editing tools.
- Proficiency with headline writing, photo captions, copy editing, AP style.

Required Skills, Knowledge and Abilities:

- Working seamlessly with the digital editor on duty at the same time.
- Solid news judgment.
- Self-motivated.
- Demonstrated expertise with digital news production tools and willingness to learn new software applications.

Preferred Skills and Experience:

- Ability to create maps or other graphics to better explain stories.
- Prior experience in digital audio production.
- Visual journalism experience and skills.

Reporting to this Position: None.

Physical Demands and Working Conditions:

- Must be able to perform the essential duties of the position with or without reasonable accommodation.
 - Physical Demands:
 - Expected to be available "on-call" and be able to work occasional late evenings and/or weekends.
 - Working Conditions:
 - Required to occasionally move about in an office environment to access file cabinets, printers, etc., and remain in a stationary position for extended periods of time.
 - Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and printer.
 - Required to move about in the community.
 - Frequent use of hands for data entry/keystrokes and simple grasping.
 - Reach with hands and arms.
 - Balance, stoop, kneel, or crouch.
 - Frequent use of hands for data entry/keystrokes and simple grasping.
 - Flexible schedule during busy periods.
 - Moderate noise level.
 - Occasional exposure to prevalent weather conditions.

Diversity creates a healthier atmosphere: All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law.

Technical Director

Sources of Interviewees

1 Other

4 Employee Referral

4 APM Careers Website

3 Indeed

Paid Job Boards									
	Date Posted	Requested By	Job ID	Job Title	Department	Job Start Date	Job Board Name	Amount	Job Board Email
1.	22-Jun-2016 00:00:00 MST	Kari DeLap	416580	Technical Director #235-16	Minnesota Public Radio - MPR, Technology - Broadcast Operations - 240A	20-Jun-2016	Posted It Myself	\$0.00	
2.	22-Jun-2016 00:00:00 MST	Kari DeLap	416580	Technical Director #235-16	Minnesota Public Radio - MPR, Technology - Broadcast Operations - 240A	20-Jun-2016	Posted It Myself	\$0.00	
3.	22-Jun-2016 00:00:00 MST	Kari DeLap	416580	Technical Director #235-16	Minnesota Public Radio - MPR, Technology - Broadcast Operations - 240A	20-Jun-2016	Posted It Myself	\$0.00	
								Total: \$0.00	
Automated Job Boards									
	Date Posted	Requested By	Job ID	Job Title	Department	Job Start Date	Job Board Name	Amount	
1.	20-Jun-2016 11:39:18 MST	Kari DeLap	416580	Technical Director #235-16	Minnesota Public Radio - MPR, Technology - Broadcast Operations - 240A	20-Jun-2016	US Jobs	Free	
2.	20-Jun-2016 11:39:18 MST	Kari DeLap	416580	Technical Director #235-16	Minnesota Public Radio - MPR, Technology - Broadcast Operations - 240A	20-Jun-2016	Twitter JobVatch (USA only)	Free	
3.	20-Jun-2016 11:39:18 MST	Kari DeLap	416580	Technical Director #235-16	Minnesota Public Radio - MPR, Technology - Broadcast Operations - 240A	20-Jun-2016	Trovit	Free	
4.	20-Jun-2016 11:39:18 MST	Kari DeLap	416580	Technical Director #235-16	Minnesota Public Radio - MPR, Technology - Broadcast Operations - 240A	20-Jun-2016	SimplyHired	Free	
5.	20-Jun-2016 11:39:18 MST	Kari DeLap	416580	Technical Director #235-16	Minnesota Public Radio - MPR, Technology - Broadcast Operations - 240A	20-Jun-2016	Recruit.net	Free	
6.	20-Jun-2016 11:39:18 MST	Kari DeLap	416580	Technical Director #235-16	Minnesota Public Radio - MPR, Technology - Broadcast Operations - 240A	20-Jun-2016	Oodle.com	Free	
7.	20-Jun-2016 11:39:18 MST	Kari DeLap	416580	Technical Director #235-16	Minnesota Public Radio - MPR, Technology - Broadcast Operations - 240A	20-Jun-2016	Monster Controlled (USA Only)	Free	
8.	20-Jun-2016 11:39:18 MST	Kari DeLap	416580	Technical Director #235-16	Minnesota Public Radio - MPR, Technology - Broadcast Operations - 240A	20-Jun-2016	JuJu.com (USA Only)	Free	
9.	20-Jun-2016 11:39:18 MST	Kari DeLap	416580	Technical Director #235-16	Minnesota Public Radio - MPR, Technology - Broadcast Operations - 240A	20-Jun-2016	Jaoble	Free	
10.	20-Jun-2016 11:39:18 MST	Kari DeLap	416580	Technical Director #235-16	Minnesota Public Radio - MPR, Technology - Broadcast Operations - 240A	20-Jun-2016	Job Inventory	Free	
11.	20-Jun-2016 11:39:18 MST	Kari DeLap	416580	Technical Director #235-16	Minnesota Public Radio - MPR, Technology - Broadcast Operations - 240A	20-Jun-2016	Glassdoor.com	Free	
12.	20-Jun-2016 11:39:18 MST	Kari DeLap	416580	Technical Director #235-16	Minnesota Public Radio - MPR, Technology - Broadcast Operations - 240A	20-Jun-2016	BackPage (USA only)	Free	

The Technical Director, MPR/APM is a leader in the Technology & Operations division, working in support of Minnesota Public Radio's three regional services as well the APM portfolio of national programming. The position's primary focus and responsibility is the technical planning, coordination, and broadcast operations of remote broadcasts, recordings, and events for MPR/APM.

This position will work within the Technology & Operations division and will collaborate with colleagues across our organization as well as external partners in order to maintain technical quality of MPR/APM broadcasts, recordings, and events.

Application deadline: August 1, 2016

Position Responsibility:

- Collaborates closely with show hosts, directors, and producers to accommodate a productive and creative broadcast environment.
- Establishes and maintains the highest standards of audio production.
- Leads by example and works with team to deliver on standards.
- Establishes and enforces clean and effective standard operating procedures and works with colleagues to train for and implement them.
- Leads technical planning of remote broadcasts, recordings, and events in order to help shape the scope early in the planning process.
- Works with other departments and/or external partners to remain up to date on all technical and content changes and modifications.
- Maintains expert knowledge and operational skill in digital audio production using in-house software-editing platforms (currently utilized systems include Dalet and Pro Tools) as well as live mixing consoles (currently utilized systems include Avid Venue and Yamaha digital consoles.)
- Tests, connects, and monitors codecs and any other equipment necessary for live broadcasts including ISDN, T1, IP Network, and other systems.
- Operates audio/visual systems for events and meetings.
- Records and mixes both music and talk based audio content.
- Performs live mixing; On-Air board operations, studio mixing of both music and talk, and sound reinforcement.
- Operates digital audio workstations, digital audio recording devices, CDR and DVD-R authoring, and digital distribution systems.
- Responsible for responding in a timely and professional manner to internal and external requests for audio files, technical assistance, and planning details.
- Provides excellent customer service to our internal colleagues as well as any external constituents.
- Other duties as assigned.

Required Education and Experience:

- Bachelor's degree OR 5+ years of experience as broadcast or recording engineer.
- 5+ years of experience as a broadcast, recording, or sound reinforcement engineer.
- Work experience recording in many acoustic environments including studios, control rooms, concert halls, churches, clubs, and outdoor venues.
- Possess a thorough knowledge and experience of field recording, sound reinforcement, studio recording, post production, and "live" broadcast procedures and protocols.
- Operational experience with analog and digital studio infrastructures, PA systems, and stage production and recording.

- Computer literate with experience using PC and Mac platforms.

Required Skills, Knowledge and Abilities:

- Demonstrated skills operating systems including audio consoles, mics, patch bays / routers, signal processing and related equipment.
- Good project planning, communications, and teamwork skills.
- Expert fluency in several digital audio workstation varieties.
- Must understand and be able to support and troubleshoot modern personal computer hardware and software.
- Solid background in electronics, audiovisual systems, audio systems signal flow and basic electronics wiring.
- Extensive knowledge of microphones, multi-track and broadcast consoles, audio storage media.
- Knowledgeable of operating signal processing equipment including equalizers, compressors, limiters, de-esser's, AD/DA converters and outboard mic pre-amps.
- Knowledge of digital production systems including audio workstations and automation for 'on-air' program delivery.
- Good analytical and business-oriented problem solving skills.
- Ability to establish and maintain positive working relationships in order to achieve common goals.
- Ability to perform work independently or in a team environment.
- Demonstrated ability to effectively communicate, both written and orally.
- Ability to maintain composure and perform well under pressure.
- Creative problem solver and ability to communicate complex principles in non-technical or layman's terms.
- Ability to multi-task daily.
- Excellent customer service skills.
- Preferred Skills and Experience:
- Protools experience preferred.
- Project management skills desirable.
- Experience in a broadcasting or media environment.
- Ability to think about content and audio editing from the perspective of the average listener and help shape a story or piece with creative editing and production techniques.
- Ability to train both technical and non-technical staff on audio equipment and production systems in a one-on-one or group learning environment.
- Ability and desire to not just maintain the status quo, but to increase the quality and efficiency of the work in our department over time.
- Working knowledge of stage lighting systems and theatrical stagecraft.
- Working knowledge of audio/visual equipment including projectors, video switchers, and other presentation technology.

Reporting To This Position: None

Physical Demands and Working Conditions:

- Must be able to perform the essential duties of the position with or without reasonable accommodation.
- Position will at times require weekend, evening and holiday work.

Physical Demands:

- Required to move about in an office environment
- Required to move about in the community
- Reach with hands and arms
- Balance, stoop, kneel, or crouch
- Frequent use of hands for data entry/keystrokes and simple grasping
- Required to lift standard audio equipment and computers up to 50 lbs.

We've taken the [Minnesota Tech Diversity Pledge!](#) This means we're committed to providing job opportunities to persons who are under-represented in technical fields. [Read more about it here.](#)

Diversity creates a healthier atmosphere: All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law.

Assistant Producer, Morning Edition

Sources of Interviewees

1 APM Careers Website

2 Facebook

1 Twitter

1 Indeed

1 Refer.io

Paid Job Boards									
	Date Posted	Requested By	Job ID	Job Title	Department	Job Start Date	Job Board Name	Amount	Job Board Email
1.	06-Jun-2016 00:00:00 MST	Kari DeLap	407563	Assistant Producer, Morning Edition #225-16	Minnesota Public Radio - MPR News, News & Magazine Programs - 17HC	01-Jun-2016	Posted It Myself	\$0.00	
2.	06-Jun-2016 00:00:00 MST	Kari DeLap	407563	Assistant Producer, Morning Edition #225-16	Minnesota Public Radio - MPR News, News & Magazine Programs - 17HC	01-Jun-2016	Posted It Myself	\$0.00	
3.	03-Jun-2016 03:44:27 MST	Kari DeLap	407563	Assistant Producer, Morning Edition #225-16	Minnesota Public Radio - MPR News, News & Magazine Programs - 17HC	01-Jun-2016	TV and Radio Jobs	\$0.00	
4.	02-Jun-2016 12:31:16 MST	Kari DeLap	407563	Assistant Producer, Morning Edition #225-16	Minnesota Public Radio - MPR News, News & Magazine Programs - 17HC	01-Jun-2016	Southern CA Broadcasters Assoc	\$0.00	edostal@scba.com
5.	02-Jun-2016 12:31:15 MST	Kari DeLap	407563	Assistant Producer, Morning Edition #225-16	Minnesota Public Radio - MPR News, News & Magazine Programs - 17HC	01-Jun-2016	Native American Connections	\$0.00	http://nativeconnections.org
6.	02-Jun-2016 12:31:15 MST	Kari DeLap	407563	Assistant Producer, Morning Edition #225-16	Minnesota Public Radio - MPR News, News & Magazine Programs - 17HC	01-Jun-2016	NAACP	\$0.00	tillmannaacp@aol.com
7.	02-Jun-2016 12:31:15 MST	Kari DeLap	407563	Assistant Producer, Morning Edition #225-16	Minnesota Public Radio - MPR News, News & Magazine Programs - 17HC	01-Jun-2016	ASU Walter Cronkite School	\$0.00	mike.wong@asu.edu
8.	02-Jun-2016 12:31:15 MST	Kari DeLap	407563	Assistant Producer, Morning Edition #225-16	Minnesota Public Radio - MPR News, News & Magazine Programs - 17HC	01-Jun-2016	Asian American Journalist Association	\$0.00	maricas@eaaja.com
9.	02-Jun-2016 12:31:15 MST	Kari DeLap	407563	Assistant Producer, Morning Edition #225-16	Minnesota Public Radio - MPR News, News & Magazine Programs - 17HC	01-Jun-2016	American Broadcasting School	\$0.00	michelle@radioschool.com
10.	02-Jun-2016 12:31:14 MST	Kari DeLap	407563	Assistant Producer, Morning Edition #225-16	Minnesota Public Radio - MPR News, News & Magazine Programs - 17HC	01-Jun-2016	Academy of Radio Broadcasting	\$0.00	doreen@arbradio.com
11.	02-Jun-2016 00:00:00 MST	Kari DeLap	407563	Assistant Producer, Morning Edition #225-16	Minnesota Public Radio - MPR News, News & Magazine Programs - 17HC	01-Jun-2016	Posted It Myself	\$0.00	
12.	02-Jun-2016 00:00:00 MST	Kari DeLap	407563	Assistant Producer, Morning Edition #225-16	Minnesota Public Radio - MPR News, News & Magazine Programs - 17HC	01-Jun-2016	Posted It Myself	\$0.00	
13.	02-Jun-2016 00:00:00 MST	Kari DeLap	407563	Assistant Producer, Morning Edition #225-16	Minnesota Public Radio - MPR News, News & Magazine Programs - 17HC	01-Jun-2016	Posted It Myself	\$0.00	
								Total:	\$0.00
Automated Job Boards									
	Date Posted	Requested By	Job ID	Job Title	Department	Job Start Date	Job Board Name	Amount	
1.	01-Jun-2016 12:15:29 MST	Kari DeLap	407563	Assistant Producer, Morning Edition #225-16	Minnesota Public Radio - MPR News, News & Magazine Programs - 17HC	01-Jun-2016	Indeed Organic	Free	

MPR's Morning Edition is a daily news show reaching over a quarter-million listeners a week across Minnesota and areas of Wisconsin, Iowa, North Dakota and South Dakota. The Assistant Producer works closely with a small team in St. Paul to shape the show's coverage of local news. This includes brainstorming ideas, booking guests for interviews with the host, writing scripts and editing audio.

We're looking for a critical thinker, someone who reads (or listens to!) the news every day with curiosity and comes up with new questions that we should try to answer. Previous radio experience is not required -- we expect to hire a quick learner, able to pick up digital editing and writing for broadcast.

This position can grow to fit your ambitions daily collaboration with reporters, editors and hosts offers an opportunity to learn directly from professionals in a variety of roles. We're looking for someone eager to take advantage of these opportunities.

Application deadline: June 22, 2016

POSITION RESPONSIBILITIES:

- Contribute ideas and research for future broadcasts.
- Edit audio.
- Write scripts.
- Assist on production in the field/on location.
- Support other MPR News programs and special programming as needed.
- Other duties as assigned.

REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor's degree or equivalent work experience.
- Internship or 6 months to one year experience in journalism, preferably broadcast.
- Experience with digital audio editing systems.
- Experience writing for web based platforms.
- Familiarity with social media platforms.

PREFERRED SKILLS AND EXPERIENCE

- Strong verbal and written communication skills.
- Ability to generate fresh, strong ideas for the show.
- Interest and knowledge of current events and public policy; solid news judgment.
- Strong organizational skills; comfort with details and deadlines.
- Strong research skills.
- Interpersonal skills, including ability to work collaboratively and effectively with a variety of individuals and groups such as audience, guests, hosts and other MPR staff.
- Experience with digital editing systems.

- Ability to remain calm and consistent under pressure; ability to react to, and plan around, breaking news.
- Ability to learn new industry-specific skills.

Reporting To This Position: None

Physical Demands and Working Conditions:

Must be able to perform the essential duties of the position with or without reasonable accommodation.

Physical Demands:

- o Required to move about in an office environment and sit for extended periods of time
- o Frequent use of hands for data entry/keystrokes and simple grasping.

Working Conditions:

- o Moderate noise level

Occasional exposure to prevalent weather conditions

Diversity creates a healthier atmosphere: All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law.

Network Engineer

Sources of Interviewees

1 Linked In

1 APM Careers Website

1 Other - Robert Half Agency

1 Other Website - www.jobdig.com

Paid Job Boards									
	Date Posted	Requested By	Job ID	Job Title	Department	Job Start Date	Job Board Name	Amount	Job Board Email
1.	22-Jun-2016 00:00:00 MST	Kari DeLap	416477	Network Engineer #233-16	APMG Corporate - APMG, Technology - Information Technology 240C	20-Jun-2016	Posted It Myself	\$0.00	
2.	22-Jun-2016 00:00:00 MST	Kari DeLap	416477	Network Engineer #233-16	APMG Corporate - APMG, Technology - Information Technology 240C	20-Jun-2016	Posted It Myself	\$0.00	
3.	22-Jun-2016 00:00:00 MST	Kari DeLap	416477	Network Engineer #233-16	APMG Corporate - APMG, Technology - Information Technology 240C	20-Jun-2016	Posted It Myself	\$0.00	
								Total: \$0.00	
Automated Job Boards									
	Date Posted	Requested By	Job ID	Job Title	Department	Job Start Date	Job Board Name	Amount	
1.	20-Jun-2016 10:07:36 MST	Jen Hanlon Ash	416477	Network Engineer #233-16	APMG Corporate - APMG, Technology - Information Technology 240C	20-Jun-2016	US Jobs	Free	
2.	20-Jun-2016 10:07:36 MST	Jen Hanlon Ash	416477	Network Engineer #233-16	APMG Corporate - APMG, Technology - Information Technology 240C	20-Jun-2016	Twitter JobWatch (USA only)	Free	
3.	20-Jun-2016 10:07:36 MST	Jen Hanlon Ash	416477	Network Engineer #233-16	APMG Corporate - APMG, Technology - Information Technology 240C	20-Jun-2016	Trovit	Free	
4.	20-Jun-2016 10:07:36 MST	Jen Hanlon Ash	416477	Network Engineer #233-16	APMG Corporate - APMG, Technology - Information Technology 240C	20-Jun-2016	SimplyHired	Free	
5.	20-Jun-2016 10:07:36 MST	Jen Hanlon Ash	416477	Network Engineer #233-16	APMG Corporate - APMG, Technology - Information Technology 240C	20-Jun-2016	Recruit.net	Free	
6.	20-Jun-2016 10:07:36 MST	Jen Hanlon Ash	416477	Network Engineer #233-16	APMG Corporate - APMG, Technology - Information Technology 240C	20-Jun-2016	Oodle.com	Free	
7.	20-Jun-2016 10:07:36 MST	Jen Hanlon Ash	416477	Network Engineer #233-16	APMG Corporate - APMG, Technology - Information Technology 240C	20-Jun-2016	Monster Controlled (USA Only)	Free	
8.	20-Jun-2016 10:07:36 MST	Jen Hanlon Ash	416477	Network Engineer #233-16	APMG Corporate - APMG, Technology - Information Technology 240C	20-Jun-2016	JuJu.com (USA Only)	Free	
9.	20-Jun-2016 10:07:36 MST	Jen Hanlon Ash	416477	Network Engineer #233-16	APMG Corporate - APMG, Technology - Information Technology 240C	20-Jun-2016	Jooble	Free	
10.	20-Jun-2016 10:07:36 MST	Jen Hanlon Ash	416477	Network Engineer #233-16	APMG Corporate - APMG, Technology - Information Technology 240C	20-Jun-2016	Job Inventory	Free	
11.	20-Jun-2016 10:07:36 MST	Jen Hanlon Ash	416477	Network Engineer #233-16	APMG Corporate - APMG, Technology - Information Technology 240C	20-Jun-2016	Glassdoor.com	Free	
12.	20-Jun-2016 10:07:36 MST	Jen Hanlon Ash	416477	Network Engineer #233-16	APMG Corporate - APMG, Technology - Information Technology 240C	20-Jun-2016	BackPage (USA only)	Free	

Bring your tech talents to [Minnesota Public Radio](#)! Working for a mission-driven organization means knowing that your skills are what allow us to make meaningful programming that impacts our audiences - every single day! The Network Engineer will work in the IT Infrastructure team within the Technology & Operations department of American Public Media | Minnesota Public Radio and report to the Director of IT Infrastructure. The Network Engineer provides support for a Cisco-based network that supports both audio and data in multiple locations connected via MPLS and/or VPN. The Network engineer will also provide administration and support for several Avaya telephone systems that include digital, IP, and analog.

Application deadline: July 10, 2016

Position Responsibility:

- Manage and support Cisco networks including LAN and WAN infrastructure components (routers, switches, IDS/IPS, WLAN, firewalls).
- Administer, and support advanced network protocols (OSPF, BGP, HSRP, PIM, Spanning Tree, VPC).
- Administer and support multicast networks.
- Administer and support network monitoring systems for APM | MPR.
- Maximize network performance by monitoring performance; troubleshooting network problems and outages; scheduling upgrades; and collaborating with server support personal on network optimization.
- Administration and support of telecommunications systems at APMG locations including PBX, voicemail, call center, communication manager, and call accounting systems.
- Provide administration and support for vectors, call routing, hunt groups, and coverage paths
- Provide tier two support for moves, adds, and changes.
- Maintain and develop system level documentation and standard operating procedures for systems.
- Maintain outstanding customer relations and keep customers informed on project/problem status.
- Work with vendors for product information and design, pricing, and support escalation.
- Provide on-call network and systems administration technical support.
- Provide IT departmental budget input as requested.
- Other duties as requested.

Required Education and Experience:

- Bachelor's Degree in Computer Science, MIS, or equivalent experience.
- Minimum of 2 to 3 years of Cisco routing and switching experience. CCNA preferred.
- Minimum of 3 years of experience in a network support role with IP networking, including network security evaluation.
- Previous experience network planning.

Required Skills, Knowledge and Abilities:

- In-depth knowledge of Cisco Networking equipment.

- In-depth knowledge of Cisco Multicast networks.
- Knowledge of security products (Firewall, IPS), including broad knowledge of products trends and issues.
- Excellent ability to communicate both written and verbal, in a highly customer service focused environment.
- Excellent planning and organizational skills.
- Ability to think creatively, work under pressure and demonstrate strong analytical skills with excellent attention to detail.

Preferred Skills and Experience:

- Familiarity of Avaya switching hardware and software is beneficial.
- Two to 3 years of experience and knowledge of telecommunications support.
- Experience with broadcast communications system support and integration including Telos 2101 and Nx12 systems, ISDN and BRI.
- IP-based Audio Experience.
- Experience with Cisco Nexus.
- Experience with Cisco UCS.
- Experience in troubleshooting complex systems in a changing environment.

Working Conditions:

- Must be able to perform the essential duties of the position with or without reasonable accommodation
- Some travel may be required
- Must be able to be on call 24/7, with adequate 24 hour transportation

Physical Demands:

- Required to move about in an office environment and sit for extended periods of time
- Required to move about in the community
- Reach with hands and arms
- Required to work outdoors at times
- Frequent use of hands for data entry/keystrokes and simple grasping
- Required to lift up to 50 pounds

Diversity creates a healthier atmosphere: All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law.

Systems Administrator, Windows

Sources of Interviewees

5 Indeed

3 Linked In

1 Employee Referral

1 APM Careers Website

Paid Job Boards									
	Date Posted	Requested By	Job ID	Job Title	Department	Job Start Date	Job Board Name	Amount	Job Board Email
1.	22-Jun-2016 00:00:00 MST	Kari DeLap	416453	Systems Administrator, Windows #232-16	APMG Corporate - APMG, Technology - Information Technology 240C	20-Jun-2016	Posted it Myself	\$0.00	
2.	22-Jun-2016 00:00:00 MST	Kari DeLap	416453	Systems Administrator, Windows #232-16	APMG Corporate - APMG, Technology - Information Technology 240C	20-Jun-2016	Posted it Myself	\$0.00	
3.	22-Jun-2016 00:00:00 MST	Kari DeLap	416453	Systems Administrator, Windows #232-16	APMG Corporate - APMG, Technology - Information Technology 240C	20-Jun-2016	Posted it Myself	\$0.00	
								Total:	\$0.00
Automated Job Boards									
	Date Posted	Requested By	Job ID	Job Title	Department	Job Start Date	Job Board Name	Amount	
1.	20-Jun-2016 09:44:04 MST	Jen Hanlon Ash	416453	Systems Administrator, Windows #232-16	APMG Corporate - APMG, Technology - Information Technology 240C	20-Jun-2016	Twitter JobWatch (USA only)	Free	
2.	20-Jun-2016 09:44:04 MST	Jen Hanlon Ash	416453	Systems Administrator, Windows #232-16	APMG Corporate - APMG, Technology - Information Technology 240C	20-Jun-2016	BackPage (USA only)	Free	
3.	20-Jun-2016 09:44:04 MST	Jen Hanlon Ash	416453	Systems Administrator, Windows #232-16	APMG Corporate - APMG, Technology - Information Technology 240C	20-Jun-2016	Glassdoor.com	Free	
4.	20-Jun-2016 09:44:04 MST	Jen Hanlon Ash	416453	Systems Administrator, Windows #232-16	APMG Corporate - APMG, Technology - Information Technology 240C	20-Jun-2016	Job Inventory	Free	
5.	20-Jun-2016 09:44:04 MST	Jen Hanlon Ash	416453	Systems Administrator, Windows #232-16	APMG Corporate - APMG, Technology - Information Technology 240C	20-Jun-2016	Jooble	Free	
6.	20-Jun-2016 09:44:04 MST	Jen Hanlon Ash	416453	Systems Administrator, Windows #232-16	APMG Corporate - APMG, Technology - Information Technology 240C	20-Jun-2016	JuJu.com (USA Only)	Free	
7.	20-Jun-2016 09:44:04 MST	Jen Hanlon Ash	416453	Systems Administrator, Windows #232-16	APMG Corporate - APMG, Technology - Information Technology 240C	20-Jun-2016	Monster Controlled (USA Only)	Free	
8.	20-Jun-2016 09:44:04 MST	Jen Hanlon Ash	416453	Systems Administrator, Windows #232-16	APMG Corporate - APMG, Technology - Information Technology 240C	20-Jun-2016	Oodle.com	Free	
9.	20-Jun-2016 09:44:04 MST	Jen Hanlon Ash	416453	Systems Administrator, Windows #232-16	APMG Corporate - APMG, Technology - Information Technology 240C	20-Jun-2016	Recruit.net	Free	
10.	20-Jun-2016 09:44:04 MST	Jen Hanlon Ash	416453	Systems Administrator, Windows #232-16	APMG Corporate - APMG, Technology - Information Technology 240C	20-Jun-2016	SimplyHired	Free	
11.	20-Jun-2016 09:44:04 MST	Jen Hanlon Ash	416453	Systems Administrator, Windows #232-16	APMG Corporate - APMG, Technology - Information Technology 240C	20-Jun-2016	Trovit	Free	
12.	20-Jun-2016 09:44:04 MST	Jen Hanlon Ash	416453	Systems Administrator, Windows #232-16	APMG Corporate - APMG, Technology - Information Technology 240C	20-Jun-2016	US Jobs	Free	

NOTE: Flexible location St. Paul, MN or Los Angeles, CA

Are you ready to put your tech skills to work for a mission-driven organization? Consider joining our talented team of tech pros supporting the IT Infrastructure of Minnesota Public Radio and its parent organization, [American Public Media Group \(APMG\)](#) which includes [Marketplace Productions](#) and [KPCC/Southern California Public Radio](#). This role will provide technical support, upgrades, patch management, and Microsoft System Center Configuration Manager (SCCM) administration. You'll support Operations/Windows servers/applications/SCCM/Broadcast Media Windows servers for all APMG locations.

Application Deadline: July 10, 2016 (midnight CST)

Position Responsibility:

- Architect, administrate, and manage The Microsoft System Center Configuration Manager (SCCM) 2012 R2 Environment.
- Develop, manage and install application and operating system deployments for client PC's, Play to Air, and Broadcast Media systems using SCCM.
- Distribute operating system and third-party application patches to the Windows environment.
- Manage Office 365 ProPlus client installations and deployments.
- Perform implementation, administration, maintenance, and disaster recovery planning for multi-site Microsoft Server environment.
- Perform Windows systems capacity planning and performance analysis.
- Conduct complex troubleshooting and issue resolution for Active Directory, Windows server 2012 R2, DNS, user authentication, and Office 365.
- Research, develop, evaluate, and implement new Microsoft technologies and infrastructure systems in order to meet business requirements and contribute to long-range planning for systems evolution.
- Recommend alterations to existing technologies to improve quality and/or reduce costs.
- Document strategies, designs, policies, recommendations, procedures, and status using Microsoft Office, Visio, and/or Project using clear, consistent, and concise language.
- Use scripting tools/languages to automate software installations.
- Work with peers to establish security, management and support standards for APMG computer environment.
- Work with vendors for product information and design, pricing, and support escalation.
- Provide IT departmental budget input as requested.
- Other duties as assigned.

Required Education and Experience:

- Bachelor's degree in Computer Science, Information Systems, OR equivalent work experience.
- 3-5 years of experience installing and supporting computer hardware and Microsoft software in an enterprise setting.
- 3-5 years of administration experience with Microsoft Windows Server 2003-2012 R2.
- 3+ years of experience managing SCCM 2007 or 2012.

- Experience managing operating system deployment systems.
- Experience with enterprise implementations of Microsoft applications.

Required Skills, Knowledge and Abilities:

- Strong diagnostic skills and demonstrated ability to research problems independently using multiple resources to support computer hardware and software at the enterprise level.
- Thorough understanding of client computers in a business environment.
- Thorough understanding of security risks in the current business computing environment.
- Understanding of Microsoft Active Directory, Office 365 and Exchange Online.
- Deep knowledge of SCCM 2007 or 2012 patching capabilities and application distribution functionality.
- Experience with Microsoft Remote Desktop Services and application virtualization.
- Working knowledge of application installation and methodologies for automated installation.
- Experience using PowerShell and other Windows scripting languages.
- Ability to perform work independently or in a team environment.
- Ability to effectively communicate with the appropriate level of technical detail for your audience.
- Ability to establish and maintain positive working relationships in order to achieve common goals.
- Excellent listening, organizational, and communication skills.

Preferred Skills and Experience:

- Microsoft Certified Solutions Expert (MCSE) certification.
- Experience in a broadcasting or media environment.
- VMWare administration and provisioning.
- Symantec Endpoint Protection Suite management and deployment.
- Microsoft Active Directory Federation Services and Azure Active Directory Sync.
- Experience with BitLocker or other drive encryption solutions.

Physical Demands and Working Conditions:

- Must be able to perform the essential duties of the position with or without reasonable accommodation.
- Some travel may be required.
- Must be able to be on call 24/7, with adequate 24-hour transportation.
- Required to move about in an office environment and sit for extended periods of time
- Required to move about in the community
- Reach with hands and arms
- Required to work outdoors at times
- Frequent use of hands for data entry/keystrokes and simple grasping

- Required to lift up to 50 pounds

Diversity creates a healthier atmosphere: All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law.

Senior Reporter, MPR (Rochester Bureau)

Sources of Interviewees

1 Employee Referral

1 Refer.io

1 Linked In

2 APM Careers Website

1 Indeed

1 Twitter

Paid Job Boards									
	Date Posted	Requested By	Job ID	Job Title	Department	Job Start Date	Job Board Name	Amount	Job Board Email
1.	23-Jun-2016 00:00:00 MST	Karl DeLap	410589	Senior Reporter, MPR #230-16	Minnesota Public Radio - MPR News, Newsroom - 17HB	08-Jun-2016	Posted It Myself	\$0.00	
2.	08-Jun-2016 14:51:36 MST	Karl DeLap	410589	Senior Reporter, MPR #230-16	Minnesota Public Radio - MPR News, Newsroom - 17HB	08-Jun-2016	TV and Radio Jobs	\$0.00	
3.	08-Jun-2016 09:46:46 MST	Karl DeLap	410589	Senior Reporter, MPR #230-16	Minnesota Public Radio - MPR News, Newsroom - 17HB	08-Jun-2016	Southern CA Broadcasters Assoc	\$0.00	edostal@sca.com
4.	08-Jun-2016 09:46:46 MST	Karl DeLap	410589	Senior Reporter, MPR #230-16	Minnesota Public Radio - MPR News, Newsroom - 17HB	08-Jun-2016	Native American Connections	\$0.00	http://nativeconnections.org
5.	08-Jun-2016 09:46:46 MST	Karl DeLap	410589	Senior Reporter, MPR #230-16	Minnesota Public Radio - MPR News, Newsroom - 17HB	08-Jun-2016	NAACP	\$0.00	tilimannaacp@aol.com
6.	08-Jun-2016 09:46:45 MST	Karl DeLap	410589	Senior Reporter, MPR #230-16	Minnesota Public Radio - MPR News, Newsroom - 17HB	08-Jun-2016	ASU Walter Cronkite School	\$0.00	mike.wong@asu.edu
7.	08-Jun-2016 09:46:45 MST	Karl DeLap	410589	Senior Reporter, MPR #230-16	Minnesota Public Radio - MPR News, Newsroom - 17HB	08-Jun-2016	Asian American Journalist Association	\$0.00	maricas@aaaja.com
8.	08-Jun-2016 09:46:45 MST	Karl DeLap	410589	Senior Reporter, MPR #230-16	Minnesota Public Radio - MPR News, Newsroom - 17HB	08-Jun-2016	American Broadcasting School	\$0.00	michelle@radioschool.com
9.	08-Jun-2016 09:46:45 MST	Karl DeLap	410589	Senior Reporter, MPR #230-16	Minnesota Public Radio - MPR News, Newsroom - 17HB	08-Jun-2016	Academy of Radio Broadcasting	\$0.00	doreen@arbradio.com
10.	08-Jun-2016 00:00:00 MST	Karl DeLap	410589	Senior Reporter, MPR #230-16	Minnesota Public Radio - MPR News, Newsroom - 17HB	08-Jun-2016	Posted it Myself	\$0.00	
11.	08-Jun-2016 00:00:00 MST	Karl DeLap	410589	Senior Reporter, MPR #230-16	Minnesota Public Radio - MPR News, Newsroom - 17HB	08-Jun-2016	Posted It Myself	\$0.00	
12.	08-Jun-2016 00:00:00 MST	Karl DeLap	410589	Senior Reporter, MPR #230-16	Minnesota Public Radio - MPR News, Newsroom - 17HB	08-Jun-2016	Posted It Myself	\$0.00	
								Total:	\$0.00
Automated Job Boards									
	Date Posted	Requested By	Job ID	Job Title	Department	Job Start Date	Job Board Name	Amount	
1.	08-Jun-2016 10:46:17 MST	Karl DeLap	410589	Senior Reporter, MPR #230-16	Minnesota Public Radio - MPR News, Newsroom - 17HB	08-Jun-2016	US Jobs	Free	
2.	08-Jun-2016 10:46:17 MST	Karl DeLap	410589	Senior Reporter, MPR #230-16	Minnesota Public Radio - MPR News, Newsroom - 17HB	08-Jun-2016	Twitter JobWatch (USA only)	Free	
3.	08-Jun-2016 10:46:17 MST	Karl DeLap	410589	Senior Reporter, MPR #230-16	Minnesota Public Radio - MPR News, Newsroom - 17HB	08-Jun-2016	Trovit	Free	

Minnesota Public Radio News is seeking an experienced, intrepid reporter to cover one of the state's most economically important areas, the city of Rochester, home of the Mayo Clinic, and Southeastern Minnesota. Examining and tracking the Mayo Clinic's Destination Medical Center (DMC) economic development plan will be a central focus of this position. The ideal candidate will have a proven track record of finding scoops and strong storytelling, to include both radio and digital platforms.

This position will produce a mix of daily news coverage, enterprise reports and occasional large-scale projects. In addition to DMC coverage, this position will be responsible for breaking news and trend stories in the region. Both Rochester and the region are rich with potential stories within MPR's focus topics: economics, education, environment, health, and the arts.

Application deadline: June 29, 2016

Position Responsibilities:

- Report, write and produce local and regional news stories for radio and the Web; report stories on issues affecting the region; assist other reporters, producers and editors with information about the southeastern Minnesota region.
- Work with St. Paul-based news editors to generate ideas for local and regional news for newscasts, program segments and the Web.
- Provide technical support for in-studio guests who appear on call-in or magazine programs (assist in special programming, local talk shows, news forums, etc.).
- Develop deep sourcing.
- Respond to breaking news.
- Team with other reporters on related coverage.
- Become an authority on issues critical to the region.
- Maintain a wide variety of sources; initiate PIN involvement, including meetings and other events.
- Perform public outreach as needed, while not compromising journalistic principals.
- Produce for website with writing and possibly photography (supplying additional audio, visual material, related Web resources).
- Develop ideas/proposals for reports and programs.
- Deliver debriefs, partially scripted two-way conversations with a news host about a newsworthy topic or event.
- Other duties as assigned.

Required Education and Experience:

- Bachelor's degree in Journalism or similar field; OR equivalent work experience.
- Five or more years' experience reporting or other applicable experience.
- Demonstrated radio and digital reporting, writing and production skills.

Required Skills, Knowledge and Abilities:

- Full competency to deliver stories within MPR standards.
- Strong newsgathering skills.
- Strong broadcast and digital writing and reporting skills.
- Professional on-air delivery.
- Familiarity with public radio news.
- Ability to develop distinctive enterprise stories.
- Demonstrated ability to work sources, break stories and lead special reporting projects.
- Developed style in writing and storytelling to tell a thorough and engaging story.
- Ability to take complex information and summarize into a condensed, easy-to-understand narrative.
- Ability to deliver sophisticated analytical reporting.
- Ability to operate independently on story construction, content and writing.
- Ability to manage multiple assignments of short and long duration.
- Ability to execute assignments to demanding standards and deadlines.
- Ability to develop stories with multiple interviews and scene changes.
- Basic knowledge of national issues, and ability to quickly learn about regional issues.
- Excellent news judgment.
- Ability to research difficult stories or complex issues.

Preferred Skills and Experience:

- Ability to collect and analyze data using spreadsheets or database programs.
- Familiarity with federal labor market data.

Reporting to this Position: None.

Physical Demands and Working Conditions:

Must be able to perform the essential duties of the position with or without reasonable accommodation.

Physical Demands:

- Required to move about in an office environment and sit for extended periods of time
- Required to move about in the community
- Frequent use of hands for data entry/keystrokes and simple grasping
- Working Conditions:
- Moderate noise level
- Occasional exposure to prevalent weather conditions

Diversity creates a healthier atmosphere: All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law.

Membership Direct Fundraising Specialist

Sources of Interviewees

1 Other

1 Minnesota Council of Nonprofits

1 Employee Referral

1 Other - Pollen.com

Browser tabs: American Public Media, Job Ad Tracking Report

URL: https://admin.applicantpro.com/reports/report/?report=ad_tracking&id=2134

Filters: To 18 Apr 2018

Buttons: Filter, Bookmark This Report, Export to CSV

Paid Job Boards

No paid job board results

Automated Job Boards

	Date Posted	Requested By	Job ID	Job Title	Department	Job Start Date	Job Board Name	Amount
1.	28-Jul-2015 10:26:57 MST	Kari DeLap	252835	Membership Fundraising Specialist #108-16	Minnesota Public Radio - MPR, Audience Development, Membership - 14ED	28-Jul-2015	US Jobs	Free
2.	28-Jul-2015 10:26:57 MST	Kari DeLap	252835	Membership Fundraising Specialist #108-16	Minnesota Public Radio - MPR, Audience Development, Membership - 14ED	28-Jul-2015	Twitter JobWatch (USA only)	Free
3.	28-Jul-2015 10:26:57 MST	Kari DeLap	252835	Membership Fundraising Specialist #108-16	Minnesota Public Radio - MPR, Audience Development, Membership - 14ED	28-Jul-2015	Trovit	Free
4.	28-Jul-2015 10:26:57 MST	Kari DeLap	252835	Membership Fundraising Specialist #108-16	Minnesota Public Radio - MPR, Audience Development, Membership - 14ED	28-Jul-2015	SimplyHired	Free
5.	28-Jul-2015 10:26:57 MST	Kari DeLap	252835	Membership Fundraising Specialist #108-16	Minnesota Public Radio - MPR, Audience Development, Membership - 14ED	28-Jul-2015	Recruit.net	Free
6.	28-Jul-2015 10:26:57 MST	Kari DeLap	252835	Membership Fundraising Specialist #108-16	Minnesota Public Radio - MPR, Audience Development, Membership - 14ED	28-Jul-2015	Oodle.com	Free
7.	28-Jul-2015 10:26:57 MST	Kari DeLap	252835	Membership Fundraising Specialist #108-16	Minnesota Public Radio - MPR, Audience Development, Membership - 14ED	28-Jul-2015	JuJu.com (USA Only)	Free
8.	28-Jul-2015 10:26:57 MST	Kari DeLap	252835	Membership Fundraising Specialist #108-16	Minnesota Public Radio - MPR, Audience Development, Membership - 14ED	28-Jul-2015	Jaoble	Free
9.	28-Jul-2015 10:26:57 MST	Kari DeLap	252835	Membership Fundraising Specialist #108-16	Minnesota Public Radio - MPR, Audience Development, Membership - 14ED	28-Jul-2015	Monster Controlled (USA Only)	Free
10.	28-Jul-2015 10:26:57 MST	Kari DeLap	252835	Membership Fundraising Specialist #108-16	Minnesota Public Radio - MPR, Audience Development, Membership - 14ED	28-Jul-2015	Job Inventory	Free
11.	28-Jul-2015 10:26:57 MST	Kari DeLap	252835	Membership Fundraising Specialist #108-16	Minnesota Public Radio - MPR, Audience Development, Membership - 14ED	28-Jul-2015	Glassdoor.com	Free
12.	28-Jul-2015 10:24:22 MST	Kari DeLap	252835	Membership Fundraising Specialist #108-16	Minnesota Public Radio - MPR, Audience Development, Membership - 14ED	28-Jul-2015	Indeed Organic	Free

This position is responsible for the execution and evaluation of direct membership fundraising programs for Minnesota Public Radio (MPR). Channels include direct mail, email, and telemarketing. This role is also responsible for MPR matching gifts, vehicle donation programs, and their associated revenue/expense.

This position participates in membership campaign planning, and is responsible for meeting or exceeding assigned Member and revenue goals.

Application deadline: August 24, 2016

Position Responsibilities:

- Develop and execute integrated multi-channel fundraising campaigns to meet or exceed annual revenue and Member goals.
- Translate designed strategies into specific, documented plans that include timelines, channel selection, offers, ask strings, segmentation, projected response rates and revenue, tests, and expense budgets.
- Serve as Project Manager for direct campaigns.
- Communicate plans to others as appropriate. Obtain approvals and participation from stakeholders, and adjust schedules and plans as circumstances dictate.
- Ensure that the criteria for selection, suppression, and segmentation for data pulls and that coding for use in MPR's databases and other systems are correct and accurate.
- Participate in proof approval process and sign off on proofs, managing vendor relationships to ensure accuracy and quality.
- Analyze and report on progress to goals and effectiveness of specific campaigns and tactics, as well as overall program effectiveness.
- Work closely with internal partners to ensure proper use and analysis of segments and transactions, to report on activity and results, and to reduce or eliminate the possibility of errors.
- Assist to develop and execute strategies to increase awareness, participation, and revenue of the matching gifts and vehicle donations programs.
- Develop creative initiatives and explore new ideas for both programs, while maintaining budget expenses.
- Analyze and report on progress to goals and effectiveness of program efforts.
- Assist in exploring and developing new and revised segmentation using CRM and current modelling structures.
- Monitor PCI and other security compliance with internal processes and vendors.
- Manage annual Membership benchmarking, collaborating with external vendors.
- Champion a high-quality donor experience in Member communications and steward relationships through communication to sustaining, active, lapsed, and prospective Members using segmented direct mail, email, and telemarketing, including creating or acquiring successful packages, scripts, and/or templates.
- Ensure prompt processing and delivery of key components of Members' experience, including member cards, acknowledgements, tax substantiations, welcome materials, etc.
- Maintain accurate reporting and provide reports as needed to departments.
- Keep current with best practices and innovations in fundraising, Membership, CRM, and digital communications as they apply to MPR/AMPG's work.
- Other duties as assigned.

Required Education and Experience:

- Bachelor's Degree or equivalent work experience.
- Three or more years of experience executing a combination of direct mail, email, and/or telemarketing OR a similar multi-channel direct response program.
- Proven ability to learn and use database & CRM systems (examples: Salesforce, Raiser's Edge, Eloqua, Marketing Cloud).
- Experience budgeting, forecasting, and analyzing direct response campaigns.
- Demonstrated proficiency in Word, Excel, and internet-based software.

Required Skills, Knowledge, and Abilities:

- Strong attention to detail, with the ability to proofread copy and validate complex data.
- Ability to multi-task in a deadline-driven environment.
- Ability to communicate directly and clearly with written and verbal communications.
- Well-developed collaboration skills to work with external vendors and internal cross-functional teams.
- Proven experience with data-driven decision-making to design solutions and to adapt those solutions in response to new/additional data.
- Ability to prioritize responsibilities and goals, communicate with precision and clarity, motivate others and enlist them to meet goals.

Preferred Skills and Experience:

- Four to six years of experience executing a combination of direct mail, email, and/or telemarketing OR a similar multi-channel direct response program.
- Familiarity with APM/MPR programming.
- Previous experience with broadcast or cultural organization.
- Previous nonprofit and fundraising experience.

Reporting To This Position: None

Physical Demands and Working Conditions:

- Must be able to perform the essential duties of the position with or without reasonable accommodation.
- Ability to work occasionally off-site (such as at events).

Physical Demands:

- Required to move about in an office environment and sit for extended periods of time
- Required to move about in the community
- Frequent use of hands for data entry/keystrokes and simple grasping

Working Conditions:

- Moderate noise level
- Occasional exposure to prevalent weather conditions

Diversity creates a healthier atmosphere: All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law.

Senior Network Engineer

Sources of Interviewees

1 Employee Referral

1 Indeed

Paid Job Boards									
	Date Posted	Requested By	Job ID	Job Title	Department	Job Start Date	Job Board Name	Amount	Job Board Email
1.	19-Jul-2016 00:00:00 MST	Karl DeLap	429995	Senior Network Engineer #107-17	APMG Corporate - APMG, Technology - Information Technology 240C	19-Jul-2016	Posted It Myself	\$0.00	
2.	19-Jul-2016 00:00:00 MST	Karl DeLap	429995	Senior Network Engineer #107-17	APMG Corporate - APMG, Technology - Information Technology 240C	19-Jul-2016	Posted it Myself	\$0.00	
3.	19-Jul-2016 00:00:00 MST	Karl DeLap	429995	Senior Network Engineer #107-17	APMG Corporate - APMG, Technology - Information Technology 240C	19-Jul-2016	Posted it Myself	\$0.00	
								Total: \$0.00	
Automated Job Boards									
	Date Posted	Requested By	Job ID	Job Title	Department	Job Start Date	Job Board Name	Amount	
1.	19-Jul-2016 10:24:33 MST	Karl DeLap	429995	Senior Network Engineer #107-17	APMG Corporate - APMG, Technology - Information Technology 240C	19-Jul-2016	WowJobs (Canada Only)	Free	
2.	19-Jul-2016 10:24:33 MST	Karl DeLap	429995	Senior Network Engineer #107-17	APMG Corporate - APMG, Technology - Information Technology 240C	19-Jul-2016	US Jobs	Free	
3.	19-Jul-2016 10:24:33 MST	Karl DeLap	429995	Senior Network Engineer #107-17	APMG Corporate - APMG, Technology - Information Technology 240C	19-Jul-2016	Twitter JobWatch (USA only)	Free	
4.	19-Jul-2016 10:24:33 MST	Karl DeLap	429995	Senior Network Engineer #107-17	APMG Corporate - APMG, Technology - Information Technology 240C	19-Jul-2016	Trovit	Free	
5.	19-Jul-2016 10:24:33 MST	Karl DeLap	429995	Senior Network Engineer #107-17	APMG Corporate - APMG, Technology - Information Technology 240C	19-Jul-2016	SimplyHired	Free	
6.	19-Jul-2016 10:24:33 MST	Karl DeLap	429995	Senior Network Engineer #107-17	APMG Corporate - APMG, Technology - Information Technology 240C	19-Jul-2016	Recruit.net	Free	
7.	19-Jul-2016 10:24:33 MST	Karl DeLap	429995	Senior Network Engineer #107-17	APMG Corporate - APMG, Technology - Information Technology 240C	19-Jul-2016	Oodle.com	Free	
8.	19-Jul-2016 10:24:33 MST	Karl DeLap	429995	Senior Network Engineer #107-17	APMG Corporate - APMG, Technology - Information Technology 240C	19-Jul-2016	Monster Controlled (USA Only)	Free	
9.	19-Jul-2016 10:24:33 MST	Karl DeLap	429995	Senior Network Engineer #107-17	APMG Corporate - APMG, Technology - Information Technology 240C	19-Jul-2016	JuJu.com (USA Only)	Free	
10.	19-Jul-2016 10:24:33 MST	Karl DeLap	429995	Senior Network Engineer #107-17	APMG Corporate - APMG, Technology - Information Technology 240C	19-Jul-2016	Jooble	Free	
11.	19-Jul-2016 10:24:33 MST	Karl DeLap	429995	Senior Network Engineer #107-17	APMG Corporate - APMG, Technology - Information Technology 240C	19-Jul-2016	Job Inventory	Free	
12.	19-Jul-2016 10:24:33 MST	Karl DeLap	429995	Senior Network Engineer #107-17	APMG Corporate - APMG, Technology - Information Technology 240C	19-Jul-2016	Glassdoor.com	Free	

This position will work in the IT Infrastructure team within the Information Technology department of American Public Media | Minnesota Public Radio. This role is the primary Architect and Engineer for a Cisco-based network that supports both audio and data in multiple locations connected via MPLS and/or VPN.

Application deadline: August 16, 2016

Position Responsibility:

- Design, administer, and support of all Cisco networks (IOS & NX-OS) including all LAN and WAN infrastructure components (routers, switches, IDS/IPS, WLAN, firewalls.)
- Design, administer, and support advanced network protocols (OSPF, BGP, HSRP, PIM, Spanning Tree, VPC).
- Design, administer, and support of multicast networks.
- Design, administer, review and support network security devices and programs.
- Design, administer and support of network monitoring systems for APM | MPR.
- Maximize network performance by monitoring performance; troubleshooting network problems and outages; scheduling upgrades; and collaborating with server support personal on network optimization.
- Maintain and develop system level documentation and standard operating procedures for all systems.
- Provide relief support as needed to the other functional areas of the IT Infrastructure team. This can include Broadcast system support, streaming audio servers, and IP load balancers.
- Maintain outstanding customer relations and keep customers informed on project/problem status.
- Work with vendors for product information and design, pricing, and support escalation.
- Provide on-call network and systems administration technical support.
- Assist the Director of IT Infrastructure with departmental budgets.
- Other duties as requested.

Required Education and Experience:

- Bachelor's Degree in Computer Science, MIS, or equivalent work experience.
- Minimum of 5 years of Cisco routing and switching experience. CCNP preferred.
- Minimum of 5 years of experience in a network support role with IP networking, including network security evaluation.
- Previous experience with network architecture or network planning.

Required Skills, Knowledge and Abilities:

- In-depth knowledge of Cisco Networking equipment.
- In-depth knowledge of Cisco Multicast networks.
- Knowledge of security products (Firewall, IPS), including broad knowledge of products trends and issues.
- Excellent ability to communicate both written and verbal, in a highly customer service focused environment.

- Excellent planning and organizational skills.

Preferred Skills and Experience:

- IP-based Audio Experience.
- Experience with Cisco Nexus.
- Experience with Cisco UCS.
- Experience with load balancer technology.

Reporting To This Position: None

Physical Demands and Working Conditions:

- Must be able to perform the essential duties of the position with or without reasonable accommodation.
- Some travel may be required.
- Must be able to be on call 24/7, with adequate 24 hour transportation.
- Physical Demands:
 - Required to move about in an office environment and sit for extended periods of time
 - Required to move about in the community
 - Reach with hands and arms
 - Required to work outdoors at times
 - Frequent use of hands for data entry/keystrokes and simple grasping
 - Required to lift up to 50 pounds
- Working Conditions:
 - Moderate noise level
 - Occasional exposure to prevalent weather conditions

Diversity creates a healthier atmosphere: All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law.

Manager, Development Operations

Sources of Interviewees

2 Linked In

2 Indeed

2 APM Careers Website

1 Word of Mouth

1 Other

Paid Job Boards									
	Date Posted	Requested By	Job ID	Job Title	Department	Job Start Date	Job Board Name	Amount	Job Board Email
1.	24-Nov-2015 00:00:00 MST	Karl DeLap	313197	Manager, Development Operations #157-16	American Public Media - APM, Business Development/National Underwriting Sales - 13DA	24-Nov-2015	Posted It Myself	\$0.00	
2.	24-Nov-2015 00:00:00 MST	Karl DeLap	313197	Manager, Development Operations #157-16	American Public Media - APM, Business Development/National Underwriting Sales - 13DA	24-Nov-2015	Posted It Myself	\$0.00	
3.	24-Nov-2015 00:00:00 MST	Karl DeLap	313197	Manager, Development Operations #157-16	American Public Media - APM, Business Development/National Underwriting Sales - 13DA	24-Nov-2015	Posted It Myself	\$0.00	
								Total: \$0.00	
Automated Job Boards									
	Date Posted	Requested By	Job ID	Job Title	Department	Job Start Date	Job Board Name	Amount	
1.	24-Nov-2015 10:20:16 MST	Karl DeLap	313197	Manager, Development Operations #157-16	American Public Media - APM, Business Development/National Underwriting Sales - 13DA	24-Nov-2015	US Jobs	Free	
2.	24-Nov-2015 10:20:16 MST	Karl DeLap	313197	Manager, Development Operations #157-16	American Public Media - APM, Business Development/National Underwriting Sales - 13DA	24-Nov-2015	Twitter JobWatch (USA only)	Free	
3.	24-Nov-2015 10:20:16 MST	Karl DeLap	313197	Manager, Development Operations #157-16	American Public Media - APM, Business Development/National Underwriting Sales - 13DA	24-Nov-2015	Trovit	Free	
4.	24-Nov-2015 10:20:16 MST	Karl DeLap	313197	Manager, Development Operations #157-16	American Public Media - APM, Business Development/National Underwriting Sales - 13DA	24-Nov-2015	SimplyHired	Free	
5.	24-Nov-2015 10:20:16 MST	Karl DeLap	313197	Manager, Development Operations #157-16	American Public Media - APM, Business Development/National Underwriting Sales - 13DA	24-Nov-2015	Recruit.net	Free	
6.	24-Nov-2015 10:20:16 MST	Karl DeLap	313197	Manager, Development Operations #157-16	American Public Media - APM, Business Development/National Underwriting Sales - 13DA	24-Nov-2015	Oodle.com	Free	
7.	24-Nov-2015 10:20:16 MST	Karl DeLap	313197	Manager, Development Operations #157-16	American Public Media - APM, Business Development/National Underwriting Sales - 13DA	24-Nov-2015	JuJu.com (USA Only)	Free	
8.	24-Nov-2015 10:20:16 MST	Karl DeLap	313197	Manager, Development Operations #157-16	American Public Media - APM, Business Development/National Underwriting Sales - 13DA	24-Nov-2015	Jooble	Free	
9.	24-Nov-2015 10:20:16 MST	Karl DeLap	313197	Manager, Development Operations #157-16	American Public Media - APM, Business Development/National Underwriting Sales - 13DA	24-Nov-2015	Monster Controlled (USA Only)	Free	
10.	24-Nov-2015 10:20:16 MST	Karl DeLap	313197	Manager, Development Operations #157-16	American Public Media - APM, Business Development/National Underwriting Sales - 13DA	24-Nov-2015	Job Inventory	Free	
11.	24-Nov-2015 10:20:16 MST	Karl DeLap	313197	Manager, Development Operations #157-16	American Public Media - APM, Business Development/National Underwriting Sales - 13DA	24-Nov-2015	Glassdoor.com	Free	
12.	24-Nov-2015 10:16:54 MST	Karl DeLap	313197	Manager, Development Operations #157-16	American Public Media - APM, Business Development/National Underwriting Sales - 13DA	24-Nov-2015	Indeed Organic	Free	

This position is responsible for overseeing payment processing and database management to serve the highly-targeted fundraising needs of the Minnesota Public Radio (MPR) and Southern California Public Radio (SCPR) development divisions. This role ensures high quality customer service, supervises the Development Operations staff, champions the donor system, and partners with teams from development, membership, information technology and finance.

Application deadline: December 15, 2015

Position Responsibility:

- Oversee payment processing and database management for SCPR and MPR, maintaining the highest level of service and quality for all operations.
- Ensure audit trails, quality controls and financial controls are in place and monitor adherence.
- Manage standards for coding and financial transactions and liaison with both Finance and IT.
- Establish and maintain guidelines, manuals and forms for entry of codes and tracking of contributions for respective organizations.
- Manage documentation process for tracking best practices of gift entry and processes of the donor system.
- Manage projects that intersect with the donor system, serve as a leader on the data team and form strategy for improved donor experience and process improvement.
- Champion the needs of donors and partner with membership, major gifts, institutional giving, finance, member services, and IT to insure quality donor experiences.
- Design and lead processes to allow for the tracking of donor gifts, campaign, designated, major gifts, planned gifts, and institutional gifts. Lead the development operations teams on best practices relating to the unique needs of each donor segment.
- Liaison with vendors and service providers including the lockbox, credit card processing, and electronic funds transfers.
- Manage all database conversions, installations and upgrades, maintenance, conversions and expansions, and troubleshooting. Consult the IT Staff when necessary. Test new versions of Enterprise before implementation. Advise staff on new technology.
- Lead the development operations team in stewardship activities by designing and implementing processes that enhance donor relationships, timely communication, information sharing with prospect managers, and focus on growing support for MPR and SCPR.
- Hire, supervise, train and manage direct staff through coaching, mentorship, performance meetings and on-going feedback. Involve HR on performance issues as needed.
- Foster a creative and productive work environment.
- Create development opportunities for staff and training to enhance skills and foster growth.
- Participate on the leadership team for the development services group.
- Assist and advise staff in the use of IBI and EDSP.
- Work within a team framework to achieve organization goals.
- Manage customer service including merging accounts, providing information to Member Benefits team, researching and correcting any errors, and contacting contributors when necessary.
- Identify and implement improvement opportunities in quality and efficiency of operations.

- Manage the ongoing training needs of the development team on the donor system.
- Other duties as assigned.

Required Education and Experience:

- Bachelor's degree in related field or equivalent work experience.
- Minimum four years of experience in database management and payment processing.
- Supervisory experience in a production environment; or combination of related training and relevant experience.

Required Skills, Knowledge and Abilities:

- Ability to prioritize responsibilities and goals, communicate with precision and clarity, motivate and lead staff, and enlist others to meet goals.
- Expertise in relational database systems.
- Work independently and very proactively with minimal direction/supervision.
- Must be able to convey technical information in an understandable manner to those who do not have technical expertise or background.
- Excellent organizational skills; sensitive to detail and deadlines in a multitasking environment.
- Strong project management skills.
- Strong knowledge of and skills in Microsoft Office (Word, Excel, Powerpoint, Outlook) and be willing to learn new software applications.
- Strong collaboration skills to work within a team framework and achieve organization goals.
- Must possess excellent customer services skills and a friendly and professional attitude.
- Knowledge of audit trails and financial compliance practices.
- Solid math skills and in general good with numbers.
- Ability to adhere to standard principles and practices governing payment processing.
- Knowledge and skill in effective record maintenance.
- Working knowledge of databases, particularly Enterprise (Access International), IBI, and EDSP.
- Working knowledge of industry and technology trends and innovations. Incorporates new developments, as appropriate.
- Supervisory skills and ability to recruit, coach and develop staff
- Ability to consistently work well with others and to inspire and lead the staff.

Preferred Skills and Experience:

- Knowledge of Enterprise database
- Previous Public Broadcasting experience

Reporting To This Position:

- 6 Development Operations staff

Physical Demands and Working Conditions:

- Must be able to perform the essential duties of the position with or without reasonable accommodation.
- Physical Demands:
 - Required to move about in an office environment and sit for extended periods of time
 - Frequent use of hands for data entry/keystrokes and simple grasping
- Working Conditions:
 - Moderate noise level

Diversity creates a healthier atmosphere: All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law.

Response to FCC Audit Letter dated February 26, 2018

Station(s): KNOW/KSJN/KCMP

Community(ies) of License: Minneapolis/St Paul, MN
Northfield, MN

Reporting Period: December 1, 2016 – November 30, 2017

Number of Full-time Employees: 314

Small Market Exemption: N

Required documentation for each of the positions filled during the reporting period follows.

A screen shot is provided for each vacancy from our recruitment software showing the job boards and other organizations to which our job postings are delivered.

Reporter II, Water and Environment – St. Cloud

Sources of Interviewees

1 Word of Mouth

4 APM Careers Website

1 Employee Referral

1 Job Fair

2 Indeed

Paid Job Boards									
	Date Posted	Requested By	Job ID	Job Title	Department	Job Start Date	Job Board Name	Amount	Job Board Email
1.	27-Oct-2016 14:21:09 MST	Kari DeLap	481984	Reporter II, Water and Environment #146-17	Minnesota Public Radio - MPR Newsroom central Minnesota bureau 17HB	27-Oct-2016	TV and Radio Jobs	\$0.00	
2.	27-Oct-2016 09:06:54 MST	Kari DeLap	481984	Reporter II, Water and Environment #146-17	Minnesota Public Radio - MPR Newsroom central Minnesota bureau 17HB	27-Oct-2016	ASU Walter Cronkite School	\$0.00	mike.wong@asu.edu
3.	27-Oct-2016 09:06:54 MST	Kari DeLap	481984	Reporter II, Water and Environment #146-17	Minnesota Public Radio - MPR Newsroom central Minnesota bureau 17HB	27-Oct-2016	NAACP	\$0.00	tillmannaacp@aol.com
4.	27-Oct-2016 09:06:54 MST	Kari DeLap	481984	Reporter II, Water and Environment #146-17	Minnesota Public Radio - MPR Newsroom central Minnesota bureau 17HB	27-Oct-2016	Native American Connections	\$0.00	http://nativeconnections.org
5.	27-Oct-2016 09:06:54 MST	Kari DeLap	481984	Reporter II, Water and Environment #146-17	Minnesota Public Radio - MPR Newsroom central Minnesota bureau 17HB	27-Oct-2016	Southern CA Broadcasters Assoc	\$0.00	edostal@scba.com
6.	27-Oct-2016 09:06:53 MST	Kari DeLap	481984	Reporter II, Water and Environment #146-17	Minnesota Public Radio - MPR Newsroom central Minnesota bureau 17HB	27-Oct-2016	Academy of Radio Broadcasting	\$0.00	doreen@arbradio.com
7.	27-Oct-2016 09:06:53 MST	Kari DeLap	481984	Reporter II, Water and Environment #146-17	Minnesota Public Radio - MPR Newsroom central Minnesota bureau 17HB	27-Oct-2016	American Broadcasting School	\$0.00	michelle@radioschool.com
8.	27-Oct-2016 09:06:53 MST	Kari DeLap	481984	Reporter II, Water and Environment #146-17	Minnesota Public Radio - MPR Newsroom central Minnesota bureau 17HB	27-Oct-2016	Asian American Journalist Association	\$0.00	maricas@aaja.com
								Total:	\$0.00
Automated Job Boards									
	Date Posted	Requested By	Job ID	Job Title	Department	Job Start Date	Job Board Name	Amount	
1.	27-Oct-2016 10:05:03 MST	Kari DeLap	481984	Reporter II, Water and Environment #146-17	Minnesota Public Radio - MPR Newsroom central Minnesota bureau 17HB	27-Oct-2016	WowJobs (Canada Only)	Free	
2.	27-Oct-2016 10:05:03 MST	Kari DeLap	481984	Reporter II, Water and Environment #146-17	Minnesota Public Radio - MPR Newsroom central Minnesota bureau 17HB	27-Oct-2016	US Jobs	Free	
3.	27-Oct-2016 10:05:03 MST	Kari DeLap	481984	Reporter II, Water and Environment #146-17	Minnesota Public Radio - MPR Newsroom central Minnesota bureau 17HB	27-Oct-2016	Twitter JobWatch (USA only)	Free	
4.	27-Oct-2016 10:05:03 MST	Kari DeLap	481984	Reporter II, Water and Environment #146-17	Minnesota Public Radio - MPR Newsroom central Minnesota bureau 17HB	27-Oct-2016	Trovit	Free	
5.	27-Oct-2016 10:05:03 MST	Kari DeLap	481984	Reporter II, Water and Environment #146-17	Minnesota Public Radio - MPR Newsroom central Minnesota bureau 17HB	27-Oct-2016	SimplyHired	Free	
6.	27-Oct-2016 10:05:03 MST	Kari DeLap	481984	Reporter II, Water and Environment #146-17	Minnesota Public Radio - MPR Newsroom central Minnesota bureau 17HB	27-Oct-2016	Recruit.net	Free	
7.	27-Oct-2016 10:05:03 MST	Kari DeLap	481984	Reporter II, Water and Environment #146-17	Minnesota Public Radio - MPR Newsroom central Minnesota bureau 17HB	27-Oct-2016	Oodle.com	Free	

This position will be responsible for reporting on water-related issues, particularly those related to the upper Mississippi watershed. This role will collaborate closely with colleagues around the region who also cover environmental issues, offer ideas, and help shape coverage to inform audiences. The position is based in MPR News' central Minnesota bureau, and the reporter will be responsible for breaking news and other general assignment coverage of the region. About half of the reporter's time is expected to be spent on water coverage, half on other regional issues.

Application deadline: November 15, 2016

Water Coverage Responsibilities (Expected to be approximately 2-3 stories per month on average annually as a guideline):

- Water quality of the Mississippi River, its tributaries and other bodies in the watershed.
- Existing and proposed infrastructure in the watershed.
- Fisheries management.
- Impact of agriculture on the Mississippi.
- Impact of the Mississippi on the Gulf of Mexico.
- Explore cultural and historical value of the Mississippi.

Other Position Responsibilities:

- Report news and compelling enterprise stories.
- Deliver distinctive coverage of the beat.
- Identify themes, trends, key players and develop specialized knowledge of beat.
- Provide "live" reports when needed.
- Work closely with editors and show producers when required.
- Lead or assist in special reporting projects.
- Cultivate broad base of sources.
- Request, collect and organize relevant data.
- Maintain social media accounts.
- Other duties as assigned.

Required Education and Experience:

- Bachelor's degree or equivalent work experience.
- Three or more years' experience reporting or similar experience.
- Experience in providing live reports and hosting two-ways.

- Experience in radio reporting.

Required Skills, Knowledge and Abilities:

- Knowledge of environmental issues, particularly related to water.
- Desire to dig deeply into stories.
- Ability to deliver analytical reporting with strong analytical skills.
- Demonstrated reporting accomplishments.
- Success with database analysis.
- Radio reporting and writing skills.
- Ability to manage multiple assignments.
- Ability to use interviews, documents and public records, internet tools and social media to gather information, report and tell stories.
- Ability to use sound that engages the listener and conveys the emotion of the story.
- Develop knowledge of beat.
- Ability to work simultaneously on short and long-term projects.
- Compelling story teller.
- Capacity to report complex stories quickly.
- Ability to deliver stories authoritatively and competently.

Preferred Skills and Experience

- Experience with relevant social media channels.
- Competent in visual skills, such as photography, video, graphics etc.
- Conversational in another language.
- Familiarity with open records laws and procedures.

Reporting To This Position: None

Physical Demands and Working Conditions:

- **Must be able to perform the essential duties of the position with or without reasonable accommodation.**
- Ability to travel as needed.

- Physical Demands:
 - Required to move about in an office environment and sit for extended periods of time
 - Required to move about in the community
 - Frequent use of hands for data entry/keystrokes and simple grasping
- Working Conditions:
 - Moderate noise level
 - Occasional exposure to prevalent weather conditions

Diversity creates a healthier atmosphere: All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law.

Sources of Interviewees

- 6 Employee Referral
- 1 Facebook
- 1 Current Magazine/Online
- 1 Refer.io
- 8 APM Careers Website
- 3 Word of Mouth
- 1 Other

Paid Job Boards									
	Date Posted	Requested By	Job ID	Job Title	Department	Job Start Date	Job Board Name	Amount	Job Board Email
1.	22-Nov-2016 09:40:26 MST	Kari DeLap	492269	Music Assistant, The Current #157-17	Minnesota Public Radio - MPR, The Current - 20KA	21-Nov-2016	TV and Radio Jobs	\$0.00	
2.	21-Nov-2016 14:03:17 MST	Kari DeLap	492269	Music Assistant, The Current #157-17	Minnesota Public Radio - MPR, The Current - 20KA	21-Nov-2016	HAACP	\$0.00	tillmannaacp@aol.com
3.	21-Nov-2016 14:03:17 MST	Kari DeLap	492269	Music Assistant, The Current #157-17	Minnesota Public Radio - MPR, The Current - 20KA	21-Nov-2016	Native American Connections	\$0.00	http://nativeconnections.org
								Total:	\$0.00
Automated Job Boards									
	Date Posted	Requested By	Job ID	Job Title	Department	Job Start Date	Job Board Name	Amount	
1.	21-Nov-2016 15:02:38 MST	Kari DeLap	492269	Music Assistant, The Current #157-17	Minnesota Public Radio - MPR, The Current - 20KA	21-Nov-2016	VovJobs (Canada Only)	Free	
2.	21-Nov-2016 15:02:38 MST	Kari DeLap	492269	Music Assistant, The Current #157-17	Minnesota Public Radio - MPR, The Current - 20KA	21-Nov-2016	US Jobs	Free	
3.	21-Nov-2016 15:02:38 MST	Kari DeLap	492269	Music Assistant, The Current #157-17	Minnesota Public Radio - MPR, The Current - 20KA	21-Nov-2016	Twitter JobWatch (USA only)	Free	
4.	21-Nov-2016 15:02:38 MST	Kari DeLap	492269	Music Assistant, The Current #157-17	Minnesota Public Radio - MPR, The Current - 20KA	21-Nov-2016	Trovit	Free	
5.	21-Nov-2016 15:02:38 MST	Kari DeLap	492269	Music Assistant, The Current #157-17	Minnesota Public Radio - MPR, The Current - 20KA	21-Nov-2016	SimplyHired	Free	
6.	21-Nov-2016 15:02:38 MST	Kari DeLap	492269	Music Assistant, The Current #157-17	Minnesota Public Radio - MPR, The Current - 20KA	21-Nov-2016	Recruit.net	Free	
7.	21-Nov-2016 15:02:38 MST	Kari DeLap	492269	Music Assistant, The Current #157-17	Minnesota Public Radio - MPR, The Current - 20KA	21-Nov-2016	Oodle.com	Free	
8.	21-Nov-2016 15:02:38 MST	Kari DeLap	492269	Music Assistant, The Current #157-17	Minnesota Public Radio - MPR, The Current - 20KA	21-Nov-2016	Monster Controlled (USA Only)	Free	
9.	21-Nov-2016 15:02:38 MST	Kari DeLap	492269	Music Assistant, The Current #157-17	Minnesota Public Radio - MPR, The Current - 20KA	21-Nov-2016	JuJu.com (USA Only)	Free	
10.	21-Nov-2016 15:02:38 MST	Kari DeLap	492269	Music Assistant, The Current #157-17	Minnesota Public Radio - MPR, The Current - 20KA	21-Nov-2016	Jooble	Free	
11.	21-Nov-2016 15:02:38 MST	Kari DeLap	492269	Music Assistant, The Current #157-17	Minnesota Public Radio - MPR, The Current - 20KA	21-Nov-2016	Job Inventory	Free	
12.	21-Nov-2016 15:02:38 MST	Kari DeLap	492269	Music Assistant, The Current #157-17	Minnesota Public Radio - MPR, The Current - 20KA	21-Nov-2016	Glassdoor.com	Free	

The Music Assistant wears many different hats within the Current. This position organizes and maintains the music databases used by The Current. For Local Current, the Music Assistant manages the music library and Local Current database, completes rotations, programs and mixes music for voice tracking, and hosts a regular Local Current shift. The Music Assistant assists the hosts of the Duluth Local Show and H2. This position is involved in many tasks supporting the broadcast and non-broadcast activities of 89.3 The Current.

Application deadline: December 5, 2016

Position Responsibility:

- Organize and maintain the music library. Add and screen songs in Dalet and Music Master. Review, correct, and maintain metadata in to ensure accuracy.
- Coordinate programming for Local Current as a part of the Legacy Amendment "Local Current" project, which increases audience engagement and helps fulfill MPR goals and mission.
- Assist with Duluth Local Show and H2.
- Work with the music scheduling and play to air systems to execute rotations, schedule, prepare, and mix daily playlists and on-air shifts for Local Current.
- Collect, compile, record or otherwise gather music data and prepares standard and custom reports with information necessary for decision making.
- Process invoices and create purchase orders and check requests.
- Responsible for clerical follow through on assigned projects, including word processing, correspondence, scheduling and printing.
- Create a daily "Day Sheet" of all station events for hosts to use on air.
- Voice track or host shifts, as needed.
- Assist the programming team with Slacker and IP radio programming.
- Assist with "Song of the Day" clearance and scheduling.
- Other duties as assigned.

Required Education and Experience:

- High School Diploma or GED required.
- Minimum of two years related work experience in radio.

Required Skills, Knowledge and Abilities:

- Knowledge of music and music radio.

- Must be a team player, inquisitive, detail oriented, and self-disciplined.
- Knowledge of Microsoft Office with ability to learn new applications upon request.
- Ability to operate various office equipment such as fax machines, copiers, and phone systems, and use computers for spreadsheet, word processing, database management, and other applications.
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
- Interpersonal skills, including ability to work collaboratively and effectively with a variety of individuals, such as audience, guests, hosts, and other MPR staffs and customer service skills.
- Must have the desire and ability to successfully work as a part of a team.
- Knowledge of the music heard on 89.3 The Current and a strong sense of the musical direction the sound of the station seeks to create and maintain.
- Detail-oriented with excellent organizational skills and the ability to prioritize and work under pressure.

Preferred Skills and Experience:

- Bachelor's degree or equivalent experience preferred.
- Knowledge of audio editing and music scheduling software is a plus.

Reporting To This Position: None

Physical Demands and Working Conditions:

- **Must be able to perform the essential duties of the position with or without reasonable accommodation.**
- Physical Demands:
 - Required to move about in an office environment and sit for extended periods of time
 - Frequent use of hands for data entry/keystrokes and simple grasping
- Working Conditions:
 - Moderate noise level
 - Occasional exposure to prevalent weather conditions

Diversity creates a healthier atmosphere: All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law.

Traffic Associate

Sources of Interviewees

1 APM Careers Website

1 Employee Referral

1 Word of Mouth

Job Ad Tracking Report									
https://admin.applicantpro.com/reports/report/?report=ad_tracking&id=2134									
Filter Bookmark This Report Export to CSV									
Paid Job Boards									
No paid job board results									
Automated Job Boards									
	Date Posted	Requested By	Job ID	Job Title	Department	Job Start Date	Job Board Name	Amount	
1.	09-Dec-2016 10:16:04 MST	Kari DeLap	498991	Traffic Associate #168-17	Minnesota Public Radio - MPR, Technology - Broadcast Operations - 240A	09-Dec-2016	Wowjobs (Canada Only)	Free	
2.	09-Dec-2016 10:16:04 MST	Kari DeLap	498991	Traffic Associate #168-17	Minnesota Public Radio - MPR, Technology - Broadcast Operations - 240A	09-Dec-2016	US Jobs	Free	
3.	09-Dec-2016 10:16:04 MST	Kari DeLap	498991	Traffic Associate #168-17	Minnesota Public Radio - MPR, Technology - Broadcast Operations - 240A	09-Dec-2016	Twitter JobWatch (USA only)	Free	
4.	09-Dec-2016 10:16:04 MST	Kari DeLap	498991	Traffic Associate #168-17	Minnesota Public Radio - MPR, Technology - Broadcast Operations - 240A	09-Dec-2016	Trovit	Free	
5.	09-Dec-2016 10:16:04 MST	Kari DeLap	498991	Traffic Associate #168-17	Minnesota Public Radio - MPR, Technology - Broadcast Operations - 240A	09-Dec-2016	SimplyHired	Free	
6.	09-Dec-2016 10:16:04 MST	Kari DeLap	498991	Traffic Associate #168-17	Minnesota Public Radio - MPR, Technology - Broadcast Operations - 240A	09-Dec-2016	Recruit.net	Free	
7.	09-Dec-2016 10:16:04 MST	Kari DeLap	498991	Traffic Associate #168-17	Minnesota Public Radio - MPR, Technology - Broadcast Operations - 240A	09-Dec-2016	Oodle.com	Free	
8.	09-Dec-2016 10:16:04 MST	Kari DeLap	498991	Traffic Associate #168-17	Minnesota Public Radio - MPR, Technology - Broadcast Operations - 240A	09-Dec-2016	Monster Controlled (USA Only)	Free	
9.	09-Dec-2016 10:16:04 MST	Kari DeLap	498991	Traffic Associate #168-17	Minnesota Public Radio - MPR, Technology - Broadcast Operations - 240A	09-Dec-2016	JuJu.com (USA Only)	Free	
10.	09-Dec-2016 10:16:04 MST	Kari DeLap	498991	Traffic Associate #168-17	Minnesota Public Radio - MPR, Technology - Broadcast Operations - 240A	09-Dec-2016	Jooble	Free	
11.	09-Dec-2016 10:16:04 MST	Kari DeLap	498991	Traffic Associate #168-17	Minnesota Public Radio - MPR, Technology - Broadcast Operations - 240A	09-Dec-2016	Job Inventory	Free	
12.	09-Dec-2016 10:16:04 MST	Kari DeLap	498991	Traffic Associate #168-17	Minnesota Public Radio - MPR, Technology - Broadcast Operations - 240A	09-Dec-2016	Glassdoor.com	Free	
13.	09-Dec-2016 10:15:31 MST	Kari DeLap	498991	Traffic Associate #168-17	Minnesota Public Radio - MPR, Technology - Broadcast Operations - 240A	09-Dec-2016	Indeed Organic	Free	

The Traffic Associate works closely with the Traffic Manager to ensure smooth operation of the Traffic Department and to implement the daily traffic functions.

Application deadline: January 23, 2017

Position Responsibilities:

- Coordinates all order and copy scheduling and approval for underwriting, advocates, educational sponsors, personal messages, promos, EAS tests, and other special announcements.
- Coordinates and distributes the traffic production materials.
- Monitors appropriate placement of all traffic orders and alerts others of conflicts and other more subjective concerns.
- Manages traffic inventory; providing information and reports to ensure quality control.
- Reconciles the order to ensure accurate proof of performance.
- Develops and maintains overall knowledge of APMG products, guidelines and policies.
- Maintains traffic files and traffic software.
- Other duties as assigned.

Required Education and Experience:

- High School Diploma or GED required.
- Current participation in an educational program related to broadcasting helpful.
- 6 months to 1+ year(s) of related work experience in gathering information, negotiation and customer service.

Required Skills, Knowledge and Abilities:

- Self-motivated, extremely detail oriented and accurate.
- Ability to consistently work well with others.
- Must be a team player with strong communication and customer service skills.
- Able to gather and enter into the traffic software contract/order information.
- Ability to organize data and execute tasks.
- Ability to work in a fast pace environment to meet daily deadlines.
- PC expertise with multiple applications and ability to learn new applications.

Reporting To This Position: None

Physical Demands and Working Conditions:

- Must be able to perform the essential duties of the position with or without reasonable accommodation
- Physical Demands:
 - Required to move about in an office environment and sit for extended periods of time
 - Frequent use of hands for data entry/keystrokes and simple grasping.
- Working Conditions:
 - Moderate noise level
 - Occasional exposure to prevalent weather conditions.

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Stewardship Coordinator

Sources of Interviewees

3 Employee Referral

6 APM Careers Website

5 Indeed

2 Refer.io

2 Other

Job Ad Tracking Report								
https://admin.applicantpro.com/reports/report/?report=ad_tracking&id=2134								
Filter Bookmark This Report Export to CSV								
Paid Job Boards								
No paid job board results								
Automated Job Boards								
	Date Posted	Requested By	Job ID	Job Title	Department	Job Start Date	Job Board Name	Amount
1.	28-Dec-2016 14:11:37 MST	Karl DeLap	505215	Stewardship Coordinator #172-17	Minnesota Public Radio - MPR, Philanthropic, Major Gifts & Planned Giving - 12CC	28-Dec-2016	Vowjobs (Canada Only)	Free
2.	28-Dec-2016 14:11:37 MST	Karl DeLap	505215	Stewardship Coordinator #172-17	Minnesota Public Radio - MPR, Philanthropic, Major Gifts & Planned Giving - 12CC	28-Dec-2016	US Jobs	Free
3.	28-Dec-2016 14:11:37 MST	Karl DeLap	505215	Stewardship Coordinator #172-17	Minnesota Public Radio - MPR, Philanthropic, Major Gifts & Planned Giving - 12CC	28-Dec-2016	Twitter JobWatch (USA only)	Free
4.	28-Dec-2016 14:11:37 MST	Karl DeLap	505215	Stewardship Coordinator #172-17	Minnesota Public Radio - MPR, Philanthropic, Major Gifts & Planned Giving - 12CC	28-Dec-2016	Trovit	Free
5.	28-Dec-2016 14:11:37 MST	Karl DeLap	505215	Stewardship Coordinator #172-17	Minnesota Public Radio - MPR, Philanthropic, Major Gifts & Planned Giving - 12CC	28-Dec-2016	SimplyHired	Free
6.	28-Dec-2016 14:11:37 MST	Karl DeLap	505215	Stewardship Coordinator #172-17	Minnesota Public Radio - MPR, Philanthropic, Major Gifts & Planned Giving - 12CC	28-Dec-2016	Recruit.net	Free
7.	28-Dec-2016 14:11:37 MST	Karl DeLap	505215	Stewardship Coordinator #172-17	Minnesota Public Radio - MPR, Philanthropic, Major Gifts & Planned Giving - 12CC	28-Dec-2016	Oodle.com	Free
8.	28-Dec-2016 14:11:37 MST	Karl DeLap	505215	Stewardship Coordinator #172-17	Minnesota Public Radio - MPR, Philanthropic, Major Gifts & Planned Giving - 12CC	28-Dec-2016	Monster Controlled (USA Only)	Free
9.	28-Dec-2016 14:11:37 MST	Karl DeLap	505215	Stewardship Coordinator #172-17	Minnesota Public Radio - MPR, Philanthropic, Major Gifts & Planned Giving - 12CC	28-Dec-2016	JuJu.com (USA Only)	Free
10.	28-Dec-2016 14:11:37 MST	Karl DeLap	505215	Stewardship Coordinator #172-17	Minnesota Public Radio - MPR, Philanthropic, Major Gifts & Planned Giving - 12CC	28-Dec-2016	Jooble	Free
11.	28-Dec-2016 14:11:37 MST	Karl DeLap	505215	Stewardship Coordinator #172-17	Minnesota Public Radio - MPR, Philanthropic, Major Gifts & Planned Giving - 12CC	28-Dec-2016	Job Inventory	Free
12.	28-Dec-2016 14:11:37 MST	Karl DeLap	505215	Stewardship Coordinator #172-17	Minnesota Public Radio - MPR, Philanthropic, Major Gifts & Planned Giving - 12CC	28-Dec-2016	Glassdoor.com	Free
13.	28-Dec-2016 14:10:27 MST	Karl DeLap	505215	Stewardship Coordinator #172-17	Minnesota Public Radio - MPR, Philanthropic, Major Gifts & Planned Giving - 12CC	28-Dec-2016	Indeed Organic	Free

This position is responsible for monitoring, documenting and implementing stewardship activities across the Philanthropic Development department. Working with Philanthropic Development leaders, this role promotes stewardship best practices in support of organizational objectives. This position assists the Philanthropic Development team and others across the organization in acknowledging, recognizing and stewarding leadership gifts in accordance with donor wishes, and helps to ensure that each donor has a positive philanthropic experience with MPR and APM. *This role is funded through June 2020.*

Application deadline: January 11, 2017

Position Responsibilities:

- Work throughout the Philanthropic Development department (Major Gifts, Planned Giving, Campaign, Institutional Giving, and Marketplace) to track, coordinate, and communicate stewardship opportunities.
- Organize a team effort to develop, monitor and implement stewardship plans for donors at various recognition levels within the Leadership and President's Circle programs.
- Create and implement stewardship plans for Campaign donors at various recognition levels.
- Work in partnership across the Philanthropic Development team to ensure accuracy and consistency among various stewardship materials.
- Work with major gift, planned giving, and institutional giving officers to develop and implement personalized stewardship strategies that strengthen long-term relationships with major donors and funders.
- Write personal acknowledgment and stewardship letters for signature by executives, board members, key volunteers, and gift officers.
- Support a process that prompts organizational leaders and assists them in maintaining personal contact with major donors and volunteers.
- Identify creative approaches and best practices for stewardship planning and operations.
- Utilize the Salesforce CRM system to refine processes to track and document donor communications and activity, and to communicate with development staff about tasks and activities.
- Track leadership volunteer opportunities on committees and advisory groups to recommend matches with major donors.
- Maintain a complete and up-to-date inventory of all physical and non-physical donor recognition (plaques, signage, etc.).
- Spearhead and manage annual report donor list preparation and review by gift teams.
- Help develop donor profiles and testimonials for publications, the web, and on-air.
- Attend and assist in executing stewardship and cultivation events and meetings, specifically focused on the Campaign.
- Assist in donor recognition and stewardship events related to MPR's 50th Anniversary year.
- Other duties as assigned.

Required Education and Experience:

- High School Diploma or GED required; Bachelor's degree preferred.
- 2+ years of relevant work experience in: fundraising, philanthropy, development, or other related field.

- Copy development experience and excellent writing skills.
- Experience in project management.
- Significant experience using customer or constituent databases, Word, Excel, PowerPoint and MS Outlook.

Required Skills, Knowledge and Abilities:

- Demonstrated skills in written and oral communication.
- Demonstrated success in applying a broad knowledge of effective development practices.
- Demonstrated success in planning for and completing projects on time, on budget and within scope.
- Demonstrated success in coordinating cross-functional teams.
- Demonstrated problem-solving skills and high level of accuracy and attention to details.
- Demonstrated ability to be flexible and adaptable to change.
- Demonstrated organizational skills, ability to prioritize and work under pressure.
- Ability to gather research quickly and effectively from multiple sources.
- Ability to learn software applications when needed.
- Passion for the mission of MPR/APM.

Physical Demands and Working Conditions:

- Must be able to perform the essential duties of the position with or without reasonable accommodation.
- Physical Demands:
 - Required to move about in an office environment and sit for extended periods of time
 - Required to move about in the community
 - Frequent use of hands for data entry/keystrokes and simple grasping
- Working Conditions:
 - Moderate noise level
 - Occasional exposure to prevalent weather conditions

Diversity creates a healthier atmosphere: All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law.

Digital Campaign Specialist

Sources of Interviewees

2 Indeed

1 Employee Referral

1 SimplyHired

1 Other

2 APM Careers Website

1 Word of Mouth

Paid Job Boards									
	Date Posted	Requested By	Job ID	Job Title	Department	Job Start Date	Job Board Name	Amount	Job Board Email
1.	03-Feb-2017 12:55:39 MST	Vikki Krokler	518251	Digital Campaign Specialist 184-17	American Public Media - APM, Business Development/National Underwriting Sales - 13DA	25-Jan-2017	TV and Radio Jobs	\$0.00	
2.	02-Feb-2017 15:09:30 MST	Vikki Krokler	518251	Digital Campaign Specialist 184-17	American Public Media - APM, Business Development/National Underwriting Sales - 13DA	25-Jan-2017	ASU Walter Cronkite School	\$0.00	mike.wong@asu.edu
3.	02-Feb-2017 15:09:30 MST	Vikki Krokler	518251	Digital Campaign Specialist 184-17	American Public Media - APM, Business Development/National Underwriting Sales - 13DA	25-Jan-2017	Academy of Radio Broadcasting	\$0.00	doreen@arbradio.com
4.	02-Feb-2017 15:09:30 MST	Vikki Krokler	518251	Digital Campaign Specialist 184-17	American Public Media - APM, Business Development/National Underwriting Sales - 13DA	25-Jan-2017	American Broadcasting School	\$0.00	michelle@radioschool.com
								Total: \$0.00	
Automated Job Boards									
	Date Posted	Requested By	Job ID	Job Title	Department	Job Start Date	Job Board Name	Amount	
1.	21-Feb-2017 09:56:55 MST	System Automated	518251	Digital Campaign Specialist 184-17	American Public Media - APM, Business Development/National Underwriting Sales - 13DA	25-Jan-2017	Regional Help Wanted Organic	Free	
2.	21-Feb-2017 09:56:55 MST	System Automated	518251	Digital Campaign Specialist 184-17	American Public Media - APM, Business Development/National Underwriting Sales - 13DA	25-Jan-2017	ZipRecruiter Organic	Free	
3.	21-Feb-2017 09:56:55 MST	System Automated	518251	Digital Campaign Specialist 184-17	American Public Media - APM, Business Development/National Underwriting Sales - 13DA	25-Jan-2017	Beyond Organic	Free	
4.	25-Jan-2017 16:10:15 MST	Vikki Krokler	518251	Digital Campaign Specialist 184-17	American Public Media - APM, Business Development/National Underwriting Sales - 13DA	25-Jan-2017	VowJobs (Canada Only)	Free	
5.	25-Jan-2017 16:10:15 MST	Vikki Krokler	518251	Digital Campaign Specialist 184-17	American Public Media - APM, Business Development/National Underwriting Sales - 13DA	25-Jan-2017	US Jobs	Free	
6.	25-Jan-2017 16:10:15 MST	Vikki Krokler	518251	Digital Campaign Specialist 184-17	American Public Media - APM, Business Development/National Underwriting Sales - 13DA	25-Jan-2017	Twitter JobVatch (USA only)	Free	
7.	25-Jan-2017 16:10:15 MST	Vikki Krokler	518251	Digital Campaign Specialist 184-17	American Public Media - APM, Business Development/National Underwriting Sales - 13DA	25-Jan-2017	Trovit	Free	
8.	25-Jan-2017 16:10:15 MST	Vikki Krokler	518251	Digital Campaign Specialist 184-17	American Public Media - APM, Business Development/National Underwriting Sales - 13DA	25-Jan-2017	SimplyHired	Free	
9.	25-Jan-2017 16:10:15 MST	Vikki Krokler	518251	Digital Campaign Specialist 184-17	American Public Media - APM, Business Development/National Underwriting Sales - 13DA	25-Jan-2017	Recruit.net	Free	
10.	25-Jan-2017 16:10:15 MST	Vikki Krokler	518251	Digital Campaign Specialist 184-17	American Public Media - APM, Business Development/National Underwriting Sales - 13DA	25-Jan-2017	Oodle.com	Free	
11.	25-Jan-2017 16:10:15 MST	Vikki Krokler	518251	Digital Campaign Specialist 184-17	American Public Media - APM, Business Development/National Underwriting Sales - 13DA	25-Jan-2017	Monster Controlled (USA Only)	Free	
12.	25-Jan-2017	Vikki Krokler	518251	Digital Campaign Specialist 184-17	American Public Media - APM, Business Development/National Underwriting Sales - 13DA	25-Jan-2017	Indeed.com (USA Only)	Free	

The Digital Campaign Specialist provides project management, scheduling, and reporting for digital campaigns. This position works closely with the Digital Campaign Manager to insure all orders are trafficked across various digital platforms on a daily basis. The Digital Campaign Specialist will also be responsible for all scheduling and reporting of email campaigns and will be the primary point person for the vendor.

Application deadline extended to March 20, 2017

Position Responsibility:

- Proactively maintain and cultivate a high level of customer service by developing relationships with internal/external clients.
- Work directly with sales staff on the implementation of digital sales packages and campaigns once they have been sold.
- Ensure all details of campaigns are executed.
- Review and process insertion orders received via Salesforce for display, on-demand audio, and newsletter sponsorships.
- Coordinate production tasks with various internal departments as required, primarily the production teams responsible for producing on-demand (podcast) advertising.
- Monitor, update, and schedule podcast campaigns sold via external sales partnership.
- Perform weekly analysis/review of live campaigns to insure program elements are running properly.
- Work with marketing department to schedule and report on fill campaigns.
- Monitor critical program metrics on a daily basis and work with Digital Campaign Manager to troubleshoot and resolve any issues related to campaign delivery.
- Provide ad hoc reports and analysis to support the Director and senior management requests.
- Work with Director to create and maintain digital sales collateral.
- Maintain and communicate technical specs to sales, clients and agencies.
- Respond to digital RFPs and prepare sales presentations.
- Support Digital AE in prospecting efforts and presentations to clients.
- Prepare campaign performance summaries for the sales team.
- Set expectations on delivery (inventory availability) and assist in resolving problems for both production and sales.
- Provide accurate and timely answers to internal/external queries.

Required Education and Experience:

- Bachelor's Degree in Advertising, Communications, Marketing or related field required.
- Minimum of two (2) years digital sales/marketing experience including digital traffic/order management from advertiser or publisher perspective.
- Experience with one or more digital ad serving platforms.

- Solid understanding of digital campaign metrics.

Required Skills, Knowledge and Abilities:

- Familiarity with online advertising principles, IAB standards, and internet technologies.
- Excellent verbal and written communication skills.
- Skilled in organizing and prioritizing work and following assignments through to completion with little or no supervision.
- Strong ability to multi-task and manage multiple projects and requests simultaneously within a deadline-driven environment with frequent interruptions.
- Must be well organized with a high attention to detail.
- Ability to develop strong interpersonal/professional relationships.
- Driven to stay current with changes in the digital advertising industry.
- Ability to quickly learn and master new systems.
- Strong analytical problem solving skills.

Preferred Skills and Experience:

- Familiarity with digital audio, including live streaming and on-demand audio.
- Experience with the following ad serving systems: AdsWizz, DFP, LiveIntent.
- Knowledge of APMG products.
- Experience working with clients.
- Familiarity with Salesforce.

Reporting to This Position: None

Physical Demands and Working Conditions:

- Must be able to perform the essential duties of the position with or without reasonable accommodation
- Physical Demands:
 - Required to move about in an office environment and sit for extended periods of time
 - Required to move about in the community
 - Frequent use of hands for data entry/keystrokes and simple grasping.
- Working Conditions:
 - Moderate noise level

Diversity creates a healthier atmosphere: All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law.

Supervisor, Member & Audience Services

Sources of Interviewees

4 Employee Referral

4 Indeed

4 Minnesota Council of Nonprofits

1 Refer.io

2 APM Careers Website

1 Other

Paid Job Boards								
No paid job board results								
Automated Job Boards								
	Date Posted	Requested By	Job ID	Job Title	Department	Job Start Date	Job Board Name	Amount
1.	14-Mar-2017 13:41:54 MST	Vikki Krokler	542510	Supervisor, Member & Audience Services #194-17	Minnesota Public Radio - MPR, Audience Development, Membership Services - 14EC	14-Mar-2017	US Jobs	Free
2.	14-Mar-2017 13:41:54 MST	Vikki Krokler	542510	Supervisor, Member & Audience Services #194-17	Minnesota Public Radio - MPR, Audience Development, Membership Services - 14EC	14-Mar-2017	Recruit.net	Free
3.	14-Mar-2017 13:41:54 MST	Vikki Krokler	542510	Supervisor, Member & Audience Services #194-17	Minnesota Public Radio - MPR, Audience Development, Membership Services - 14EC	14-Mar-2017	Monster Controlled (USA Only)	Free
4.	14-Mar-2017 13:41:54 MST	Vikki Krokler	542510	Supervisor, Member & Audience Services #194-17	Minnesota Public Radio - MPR, Audience Development, Membership Services - 14EC	14-Mar-2017	Jooble	Free
5.	14-Mar-2017 13:41:54 MST	Vikki Krokler	542510	Supervisor, Member & Audience Services #194-17	Minnesota Public Radio - MPR, Audience Development, Membership Services - 14EC	14-Mar-2017	Job Inventory	Free
6.	14-Mar-2017 13:41:54 MST	Vikki Krokler	542510	Supervisor, Member & Audience Services #194-17	Minnesota Public Radio - MPR, Audience Development, Membership Services - 14EC	14-Mar-2017	Twitter JobWatch (USA only)	Free
7.	14-Mar-2017 13:41:54 MST	Vikki Krokler	542510	Supervisor, Member & Audience Services #194-17	Minnesota Public Radio - MPR, Audience Development, Membership Services - 14EC	14-Mar-2017	Oodle.com	Free
8.	14-Mar-2017 13:41:54 MST	Vikki Krokler	542510	Supervisor, Member & Audience Services #194-17	Minnesota Public Radio - MPR, Audience Development, Membership Services - 14EC	14-Mar-2017	JuJu.com (USA Only)	Free
9.	14-Mar-2017 13:41:54 MST	Vikki Krokler	542510	Supervisor, Member & Audience Services #194-17	Minnesota Public Radio - MPR, Audience Development, Membership Services - 14EC	14-Mar-2017	Trovit	Free
10.	14-Mar-2017 13:41:54 MST	Vikki Krokler	542510	Supervisor, Member & Audience Services #194-17	Minnesota Public Radio - MPR, Audience Development, Membership Services - 14EC	14-Mar-2017	Glassdoor.com	Free
11.	14-Mar-2017 13:41:54 MST	Vikki Krokler	542510	Supervisor, Member & Audience Services #194-17	Minnesota Public Radio - MPR, Audience Development, Membership Services - 14EC	14-Mar-2017	SimplyHired	Free
12.	14-Mar-2017 13:41:54 MST	Vikki Krokler	542510	Supervisor, Member & Audience Services #194-17	Minnesota Public Radio - MPR, Audience Development, Membership Services - 14EC	14-Mar-2017	ZipRecruiter Organic	Free
13.	14-Mar-2017 13:41:54 MST	Vikki Krokler	542510	Supervisor, Member & Audience Services #194-17	Minnesota Public Radio - MPR, Audience Development, Membership Services - 14EC	14-Mar-2017	Regional Help Wanted Organic	Free
14.	14-Mar-2017 13:41:54 MST	Vikki Krokler	542510	Supervisor, Member & Audience Services #194-17	Minnesota Public Radio - MPR, Audience Development, Membership Services - 14EC	14-Mar-2017	Beyond Organic	Free
15.	14-Mar-2017 13:39:56 MST	Vikki Krokler	542510	Supervisor, Member & Audience Services #194-17	Minnesota Public Radio - MPR, Audience Development, Membership Services - 14EC	14-Mar-2017	Indeed Organic	Free

Position Summary:

This position will be responsible for supervising member services (calls, emails and tours) for Minnesota Public Radio (MPR). The Member & Audience Services team is the major point of contact for serving members and audiences. This person leads the team that focuses on managing communication designed to deepen relationships with our audiences. Within this team, the Supervisor is the principal point of contact for communications.

Application deadline: March 28, 2017

Position Responsibility:

- Lead initiatives and strategies to manage and optimize customer service for members and audiences for Minnesota Public Radio (MPR).
- Hire, supervise, train, and manage direct staff through providing work direction, constructive performance coaching, mentorship, performance meetings, and on-going feedback.
- Foster a creative and productive work environment. Create development opportunities and individualized development plans for staff and training to enhance skills and foster growth.
- Coordinate team schedules.
- Investigate and solve member/audience issues, and major incidents or problems that may be more complex.
- Understand CRM system and provide training to team.
- Compile and analyze statistics and data to determine level of customer service provided.
- Develop member service policies, procedures and standards.
- Provide leadership in customer service by reading journals, researching trends, and attending seminars and conferences.
- Work closely with Director, Communications to develop and execute messaging plans to respond to members and listener issues (questions, comments).
- Manage the discount program for members including discounts to regional arts & culture venues, restaurants and retail businesses.
- Manage the fulfillment and inventory management of thank-you gifts (premiums).
- Oversee the MPR headquarters tour program.
- Maintain a useful working knowledge of company policies, procedures, government regulations and commonly accepted business ethics.
- Other duties as assigned.

Required Education and Experience:

- Bachelor's degree or equivalent work experience.
- Five plus years of related work experience, preferably including experience providing work direction to others/working as a lead.

Required Skills, Knowledge and Abilities:

- Leadership skills and ability to develop high performing teams.
- Ability to motivate, train and grow employees.
- Ability to consistently work well with others and to inspire and lead the staff.
- Skilled in focusing on desired results, determining what is important and urgent, clarifying next steps, and delegating effectively to meet deadlines and achieve desired results.
- Problem solving abilities, trouble-shooting skills and ability to adapt to a variety of personalities.
- Possess a service-minded attitude.
- Well-developed collaboration skills to work with cross-functional teams.
- Strong organizational skills and an eye for detail.
- Excellent verbal and written communication skills.
- Ability to adjust to changing priorities and duties.
- Ability to work independently.
- Ability to maintain a high level of confidentiality.
- Enjoy organizing and working with large and varied amounts of information and projects.
- Self-motivated and a self-starter.

Preferred Skills and Experience:

- Supervisory experience is preferred.
- Experience in customer service and member retention.
- Knowledge and understanding of MPR as a listener and/or member.
- Working knowledge of Microsoft Word, and Audiences360 (Salesforce).

Reporting To This Position:

- 4-5 Member & Audience Services Representatives
- Lobby & Security Coordinator

Physical Demands and Working Conditions:

- Must be able to perform the essential duties of the position with or without reasonable accommodation.
- Physical Demands:

- Required to move about in an office environment and sit for extended periods of time
 - Frequent use of hands for data entry/keystrokes and simple grasping
- Working Conditions:
 - Moderate noise level
 - Occasional exposure to prevalent weather conditions

Associate Web Developer or Web Developer

Sources of Interviewees

- 1 Facebook
- 1 Other
- 2 Word of Mouth
- 1 ZipRecruiter Organic
- 1 Indeed
- 1 LinkedIn
- 1 Employee Referral

Paid Job Boards									
No paid job board results									
Automated Job Boards									
	Date Posted	Requested By	Job ID	Job Title	Department	Job Start Date	Job Board Name	Amount	
1.	03-May-2017 10:41:32 MST	Vikid Krekler	562369	Web Developer OR Associate Web Developer #225-17	Minnesota Public Radio - MPR, Business Development, Digital Sales - 13DE	21-Apr-2017	Beyond Organic	Free	
2.	03-May-2017 10:41:32 MST	Vikid Krekler	562369	Web Developer OR Associate Web Developer #225-17	Minnesota Public Radio - MPR, Business Development, Digital Sales - 13DE	21-Apr-2017	Glassdoor.com	Free	
3.	03-May-2017 10:41:32 MST	Vikid Krekler	562369	Web Developer OR Associate Web Developer #225-17	Minnesota Public Radio - MPR, Business Development, Digital Sales - 13DE	21-Apr-2017	Job Inventory	Free	
4.	03-May-2017 10:41:32 MST	Vikid Krekler	562369	Web Developer OR Associate Web Developer #225-17	Minnesota Public Radio - MPR, Business Development, Digital Sales - 13DE	21-Apr-2017	Jooble	Free	
5.	03-May-2017 10:41:32 MST	Vikid Krekler	562369	Web Developer OR Associate Web Developer #225-17	Minnesota Public Radio - MPR, Business Development, Digital Sales - 13DE	21-Apr-2017	JuJu.com (USA Only)	Free	
6.	03-May-2017 10:41:32 MST	Vikid Krekler	562369	Web Developer OR Associate Web Developer #225-17	Minnesota Public Radio - MPR, Business Development, Digital Sales - 13DE	21-Apr-2017	Monster Controlled (USA Only)	Free	
7.	03-May-2017 10:41:32 MST	Vikid Krekler	562369	Web Developer OR Associate Web Developer #225-17	Minnesota Public Radio - MPR, Business Development, Digital Sales - 13DE	21-Apr-2017	Oodle.com	Free	
8.	03-May-2017 10:41:32 MST	Vikid Krekler	562369	Web Developer OR Associate Web Developer #225-17	Minnesota Public Radio - MPR, Business Development, Digital Sales - 13DE	21-Apr-2017	Recruit.net	Free	
9.	03-May-2017 10:41:32 MST	Vikid Krekler	562369	Web Developer OR Associate Web Developer #225-17	Minnesota Public Radio - MPR, Business Development, Digital Sales - 13DE	21-Apr-2017	Regional Help Wanted Organic	Free	
10.	03-May-2017 10:41:32 MST	Vikid Krekler	562369	Web Developer OR Associate Web Developer #225-17	Minnesota Public Radio - MPR, Business Development, Digital Sales - 13DE	21-Apr-2017	SimplyHired	Free	
11.	03-May-2017 10:41:32 MST	Vikid Krekler	562369	Web Developer OR Associate Web Developer #225-17	Minnesota Public Radio - MPR, Business Development, Digital Sales - 13DE	21-Apr-2017	Trovit	Free	
12.	03-May-2017 10:41:32 MST	Vikid Krekler	562369	Web Developer OR Associate Web Developer #225-17	Minnesota Public Radio - MPR, Business Development, Digital Sales - 13DE	21-Apr-2017	Twitter JobWatch (USA only)	Free	
13.	03-May-2017 10:41:32 MST	Vikid Krekler	562369	Web Developer OR Associate Web Developer #225-17	Minnesota Public Radio - MPR, Business Development, Digital Sales - 13DE	21-Apr-2017	US Jobs	Free	
14.	03-May-2017 10:41:32 MST	Vikid Krekler	562369	Web Developer OR Associate Web Developer #225-17	Minnesota Public Radio - MPR, Business Development, Digital Sales - 13DE	21-Apr-2017	ZipRecruiter Organic	Free	
15.	21-Apr-2017 09:39:18 MST	Vikid Krekler	562369	Web Developer OR Associate Web Developer #225-17	Minnesota Public Radio - MPR, Business Development, Digital Sales - 13DE	21-Apr-2017	Indeed Organic	Free	

Position Summary:

Join Minnesota Public Radio as an Associate Web Developer or Web Developer and work in a setting that places audiences first. Your efforts will be seen by hundreds of thousands of people.

Your assignments will revolve around ground-up renovation and maintenance of major web sites like MPR News, Classical MPR, Marketplace and The Current. MPR is committed to expanding our digital impact and we are exploring new ways to serve our audiences and mission on digital platforms. Expect your flexibility and knowledge to be tested as projects evolve and assignments expand.

We promote a team environment where we both teach and learn from each other. This is expressed in code review, ad hoc tutorials, pair programming, occasional tech talks, and an environment where its ok to ask each other questions.

Additionally, we offer flexible hours, the ability to occasionally work from home (pending supervisor approval), and good work/life balance.

Please note that we have one position available. The job title will either be an Associate Web Developer or Web Developer, depending on the experience and qualifications of a successful applicant. Both levels of the position will have the responsibilities below, but at varying degrees of complexity and the experience and skills sections list the different requirements for each.

Application deadline extended to May 12, 2017

Position Responsibility:

- Write controllers, models, helpers, views (templates), Javascript and stylesheets.
- Write unit and integration tests.
- Integrate features of external services like analytics and external APIs into new and existing sites.
- Participate in code reviews receiving and providing constructive criticism.
- Rebuild and enhance existing sites to improve user experience and meet business goals.
- Stay current with emerging trends in digital media and articulate these directions within the department and company.
- Other duties as assigned.

Associate Web Developer (non-exempt) - Required Education and Experience:

- Bachelor's degree or equivalent work experience.

- 6 months to 2 years of experience in web or other software development using an object-oriented language and techniques. Ruby, Javascript or PHP preferred but other languages are acceptable.

Web Developer (*exempt*) - Required Education and Experience:

- Bachelor's degree or equivalent work experience.
- 3+ years of experience in web or other software development using an object-oriented language and techniques. Ruby or PHP preferred but other languages are acceptable. Candidates with fewer years of experience will be considered if their coding ability level is sufficient to perform the required responsibilities of this position.

Associate Web Developer Required Skills, Knowledge and Abilities:

- Experience with an MVC Framework such as Rails, Sinatra, Laravel, Symfony or another well-known MVC framework. We are primarily using Ruby on Rails for new development.
- Familiarity with unit testing with Rspec, Jasmine, Minitest, PHP Unit, or a similar framework.
- Experience with Javascript including ES6, Require JS, or Common JS.
- Familiarity with APIs or database-driven sites.
- Be a self-starter who can solve problems independently with some guidance.
- Ability to work under deadline pressure.
- Ability to work in an interdisciplinary team environment.
- Solid oral and written communications skills.
- Knowledge of standard development processes and procedures, such as agile development and using a ticketing system.

Web Developer Required Skills, Knowledge and Abilities

- Experience with an MVC Framework such as Rails, Sinatra, Laravel, Symfony or PHP Slim. We are primarily using Ruby on Rails for new development.
- Experience with unit testing with Rspec, Jasmine, Minitest, PHP Unit, or a similar framework.
- Experience with Javascript including Require JS, Common JS, and/or ES6.
- Experience with HTML5 video/audio, JS feature detection, geolocation and web storage.
- Experience in working with consumer-oriented web sites and/or media site experience a plus.
- Familiarity with REST APIs, database-driven sites and content management systems.
- Ability to work independently and under deadline pressure.
- Ability to work in an interdisciplinary team environment.

- Solid oral and written communications skills including the ability to prepare and present code for review.
- Understanding of and the ability to apply web standards for usability and accessibility.
- Knowledge of standard development processes and procedures, such as agile development and rapid prototyping.

Reporting To This Position: None

Physical Demands and Working Conditions:

- Must be able to perform the essential duties of the position with or without reasonable accommodation.
- Physical Demands:
 - Required to move about in an office environment and sit for extended periods of time
 - Frequent use of hands for data entry/keystrokes and simple grasping
- Working Conditions:
 - Moderate noise level
 - Occasional exposure to prevalent weather conditions

Diversity creates a healthier atmosphere: All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law.

Project Coordinator, Underwriting

Sources of Interviewees

1 APM Careers Website

1 Other

4 Indeed

1 Employee Referral

American Public Media | American Public Media | Job Ad Tracking Report | Project coordinator und...

Secure | https://admin.applicantpro.com/reports/report/?report=ad_tracking&id=2134

Apps | New Tab | Activenet | Bookmarks | InfoserverWiki | linkedin-diversity-hin

Job Ad Tracking Report

Select Your Filter Options

Job List
Radio Host - Minnesota Public Radio News #228-14-228-14

Job Board Favorites
All

Date Range
From: 17 Mar 2015
To: 16 Apr 2018
[Filter](#) [Bookmark This Report](#) [Export to CSV](#)

Paid Job Boards
No paid job board results

Automated Job Boards

	Date Posted	Requested By	Job ID	Job Title	Department	Job Start Date	Job Board Name	Amount
1.	06-Apr-2017 14:41:07 MST	Vikki Krekler	555056	Project Coordinator - Underwriting #217-17	Minnesota Public Radio - MPR, Business Development, Underwriting Sales - 13DD	06-Apr-2017	Indeed Organic	Free

Position Summary:

The Underwriting Project Coordinator provides primary administrative support to the Regional and National Directors of Underwriting for Minnesota Public Radio (MPR) and American Public Media (APM) National Underwriting and secondary support to other people in the department. This position works closely with the Directors of Underwriting to assure the department revenue numbers are tracked and reported in a timely manner. The position is responsible for coordinating various ongoing and periodic department activities, including fiscal planning and reporting, weekly planners and pending business and quarterly reporting on annual programs. In addition, this position supports the division's budget planning and expense administration processes.

Application deadline: April 25, 2017

Position Responsibility:

- Provide daily administrative support for the Directors of Underwriting, including, correspondence, records maintenance and information management, logistical and organizational support for meetings, travel arrangements, expense processing, and project coordination.
- Provide administrative support for Regional and National Underwriting sales teams as requested.
- Create and update weekly revenue reports (Snapshots) for Regional and National Underwriting.
- Create and update Underwriting packages as needed. Coordinate meetings with other departments and executive management as directed. Prepare and send advance information. Prepare notes and summaries for distribution as requested.
- Support the division's financial processes, including budget planning and forecasting, processing, tracking and reporting expenditures.
- Work with sales partners, including National Public Media, entering orders, communicating copy needs and researching discrepancies and assisting others in the department with finance systems and software.
- Schedule department meetings and secure conference rooms.
- Coordination for various assigned projects for the division which would include these duties:
 - Serve as lead coordinator of the project, under direction of appropriate manager.
 - Track progress against project deliverables and plan.
 - Develop and deliver key communication, including status reports.
 - Manage co-ordination of the work of others as it relates to the project.
 - Develop and execute the communication plan if applicable.
 - Manage project deliverables in the line with the project plan.
 - Report project status.
 - Surface project issues for resolution as needed.

- Prepare bookings report, inventory reports, carriage lists and update rate card for national sales. Act as first-point-of-contact for guests by providing excellent customer service. Greet, assist, provide resources, and/or direct as appropriate.
- General office management duties include, but are not limited to: ordering and stocking supplies, distributing mail, and coordinating maintenance of office equipment.
- Utilize Salesforce and other tools to coordinate email marketing campaigns.
- Other duties as assigned.

Required Education and Experience:

- Associate degree or equivalent work experience required.
- Five or more years of administrative support experience.
- Expert Microsoft Office skills with significant experience using Word, Excel, PowerPoint and MS Outlook and ability to learn other applications as required.
- Experience with Cognos and/or other budget forecasting systems.
- Experience with coordinating and overseeing multiple budgets within a department.
- Understanding of digital broadcast opportunities.
- Must be knowledgeable and proficient in Salesforce.

Required Skills, Knowledge and Abilities:

- Excellent organizational and communication skills (both oral and written).
- Detail-oriented and able to prioritize, work under pressure, and meet deadlines in a multitasking environment.
- Must be self-motivated and a self starter who can work independently and very proactively with minimal direction/supervision.
- Strong project coordination skills, including planning, communication, tracking, and reporting for multiple projects.
- Ability to support multiple people at all levels and work collaboratively and effectively with colleagues in multiple departments/divisions.
- Solid interpersonal skills with the demonstrated ability to develop and maintain productive relationships with creative, energetic and demanding professionals.
- Ability to handle confidential and sensitive information with ease in an informationrich environment.
- Keep composure under pressure.
- Initiates, develops and makes decisions regarding office practices/procedures within authority level.
- Knowledge of audit trails and financial compliance practices in order to track expenses in multiple budget departments.
- Ability to represent the organization in a professional manner to a wide public.

Preferred Skills and Experience:

- Bachelor's degree.
- Accounting and project management background.
- Experience working in a non-profit organization is helpful.
- Knowledge of public radio is a plus.

Physical Demands and Working Conditions:

- Must be able to perform the essential duties of the position with or without reasonable accommodation
- Physical Demands:
 - Required to move about in an office environment and sit for extended periods of time
 - Frequent use of hands for data entry/keystrokes and simple grasping.
- Working Conditions:
 - Moderate noise level
 - Occasional exposure to prevalent weather conditions.

Diversity creates a healthier atmosphere: All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law.

Corporate Revenue Director

Sources of Interviewees

- 1 Other
- 2 LinkedIn
- 2 Indeed
- 1 APM Careers Website
- 4 Minnesota Council of Nonprofits
- 1 Other Website
- 1 Employee Referral

Paid Job Boards									
	Date Posted	Requested By	Job ID	Job Title	Department	Job Start Date	Job Board Name	Amount	Job Board Email
1.	24-Feb-2017 12:57:52 MST	Vikki Kreider	533766	Corporate Revenue Director #198-17	Minnesota Public Radio - MPR, Philanthropic, Institutional Giving - 12CB	24-Feb-2017	HAACP	\$0.00	tillmannaacp@aol.com
								Total:	\$0.00
Automated Job Boards									
	Date Posted	Requested By	Job ID	Job Title	Department	Job Start Date	Job Board Name	Amount	
1.	24-Feb-2017 13:54:22 MST	Vikki Kreider	533766	Corporate Revenue Director #198-17	Minnesota Public Radio - MPR, Philanthropic, Institutional Giving - 12CB	24-Feb-2017	US Jobs	Free	
2.	24-Feb-2017 13:54:22 MST	Vikki Kreider	533766	Corporate Revenue Director #198-17	Minnesota Public Radio - MPR, Philanthropic, Institutional Giving - 12CB	24-Feb-2017	Recruit.net	Free	
3.	24-Feb-2017 13:54:22 MST	Vikki Kreider	533766	Corporate Revenue Director #198-17	Minnesota Public Radio - MPR, Philanthropic, Institutional Giving - 12CB	24-Feb-2017	Monster Controlled (USA Only)	Free	
4.	24-Feb-2017 13:54:22 MST	Vikki Kreider	533766	Corporate Revenue Director #198-17	Minnesota Public Radio - MPR, Philanthropic, Institutional Giving - 12CB	24-Feb-2017	Jooble	Free	
5.	24-Feb-2017 13:54:22 MST	Vikki Kreider	533766	Corporate Revenue Director #198-17	Minnesota Public Radio - MPR, Philanthropic, Institutional Giving - 12CB	24-Feb-2017	Job Inventory	Free	
6.	24-Feb-2017 13:54:22 MST	Vikki Kreider	533766	Corporate Revenue Director #198-17	Minnesota Public Radio - MPR, Philanthropic, Institutional Giving - 12CB	24-Feb-2017	Twitter JobWatch (USA only)	Free	
7.	24-Feb-2017 13:54:22 MST	Vikki Kreider	533766	Corporate Revenue Director #198-17	Minnesota Public Radio - MPR, Philanthropic, Institutional Giving - 12CB	24-Feb-2017	Oodle.com	Free	
8.	24-Feb-2017 13:54:22 MST	Vikki Kreider	533766	Corporate Revenue Director #198-17	Minnesota Public Radio - MPR, Philanthropic, Institutional Giving - 12CB	24-Feb-2017	JuJu.com (USA Only)	Free	
9.	24-Feb-2017 13:54:22 MST	Vikki Kreider	533766	Corporate Revenue Director #198-17	Minnesota Public Radio - MPR, Philanthropic, Institutional Giving - 12CB	24-Feb-2017	Trovit	Free	
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11.	24-Feb-2017 13:54:22 MST	Vikki Kreider	533766	Corporate Revenue Director #198-17	Minnesota Public Radio - MPR, Philanthropic, Institutional Giving - 12CB	24-Feb-2017	SimplyHired	Free	
12.	24-Feb-2017 13:54:22 MST	Vikki Kreider	533766	Corporate Revenue Director #198-17	Minnesota Public Radio - MPR, Philanthropic, Institutional Giving - 12CB	24-Feb-2017	ZipRecruiter Organic	Free	
13.	24-Feb-2017 13:54:22 MST	Vikki Kreider	533766	Corporate Revenue Director #198-17	Minnesota Public Radio - MPR, Philanthropic, Institutional Giving - 12CB	24-Feb-2017	Regional Help Wanted Organic	Free	
14.	24-Feb-2017 13:54:22 MST	Vikki Kreider	533766	Corporate Revenue Director #198-17	Minnesota Public Radio - MPR, Philanthropic, Institutional Giving - 12CB	24-Feb-2017	Beyond Organic	Free	

Position Summary:

Minnesota Public Radio|American Public Media ("MPR|APM") is one of the premier public media organizations in the country. Minnesota Public Radio operates a 45-station radio network serving nearly all of Minnesota and parts of surrounding states. Reaching 1 million listeners each week, MPR and its three regional services...[MPR News](#), [Classical MPR](#) and [The Current](#)...produce programming for radio, digital and live audiences. Programs produced by MPR's national programming division, American Public Media, reach 20 million listeners via nearly 1,000 radio stations nationwide each week.

The Corporate Revenue Director is a member of the Institutional Giving team within the Philanthropic Development division. The Philanthropic Development division generates and processes \$25M a year in revenue, and is currently leading a \$75M Campaign to fund MPR|APM's strategic plan. The mission of the Institutional Giving Department is to build capacity for quality programming by securing competitive revenue from institutional donors, including foundations, corporations, and government agencies.

The role is responsible for establishing new and strengthening existing corporate relationships in the Twin Cities and greater Minnesota, and for cultivating, soliciting and stewarding corporate philanthropic support. This individual will build a pool of corporate donor prospects and donors, managing a portfolio of approximately 150 prospects and donors, and securing five- and six-figure gifts. This position works collaboratively as a member of the Institutional Giving team, and with Major Gifts, Membership, and Underwriting to strategically manage and maximize MPR|APM's relationships with a wide community of supporters.

This is a temporary role, expected to last through June 30, 2020.

Application deadline: March 17, 2017.

Position Responsibility:

- Identify, cultivate, strategically solicit, and grow corporate philanthropic revenue – managing a portfolio of approximately 150 prospects/donors and securing five- and six-figure gifts. Conduct a minimum of 100 meetings each year, with a significant part the job spent working externally.
- Achieve revenue targets for restricted and unrestricted gifts to support the organization's operational and campaign budgets.
- Build relationships with key corporate contacts at all levels and across a variety of functions. Initiate, organize, and conduct activities designed to build and sustain strong relationships with corporate contacts.
- Identify, recruit, and manage a strong volunteer corporate committee to facilitate growth by leveraging peer-to-peer connectors, cultivators, and stewards.
- Maintain thorough knowledge of MPR|APM's programs in order to accurately and persuasively communicate achievements and goals to current and prospective corporate donors.
- Grow and manage the Corporate Leadership Circle, including development and production of materials and activities.

- Ensure fulfillment of corporate benefits and other commitments, as well as the timely development and delivery of stewardship materials.
- Ensure cultivation and stewardship communication is maintained with key contacts and corporate supporters to foster investment.
- Monitor corporate giving and business trends; represent MPR|APM in networks of fundraising and corporate professionals, attending formal and informal gatherings as appropriate.
- Maintain record of contacts in database systems and provide regular reports and financial projections and results for corporate fundraising.
- Build strong working relationships with other MPR|APM departments, and contribute positively to overall Institutional Giving and Philanthropic Development efforts.
- Perform other duties as assigned.

Required Education and Experience:

- Bachelor's degree or equivalent work experience.
- Minimum 5 years of experience in a corporate sales and/or nonprofit development position.
- Proven track record of identifying, securing, managing and renewing institutional funding, including corporate support.
- Proven, active network and demonstrated success with the external corporate community
- Familiarity with project management concepts and tools.

Required Skills, Knowledge and Abilities:

- Outstanding written and verbal communications skills.
- Leadership qualities of presence, confidence, judgment, and integrity are required to command the respect and response of colleagues, senior executive personnel, and external partners.
- Must be able to synthesize complex ideas and activities into coherent and compelling narratives.
- Must be an accomplished relationship builder with the capacity to act independently to identify, cultivate, solicit and steward a sophisticated constituency.
- Proficiency with Microsoft Office applications (Word, Excel, PowerPoint).

Preferred Skills and Experience:

- Knowledge of corporate social responsibility trends and practices.
- Knowledge of public radio, or experience in other non-profit media a major advantage.
- Proven success in establishing and meeting fundraising or sales goals.
- Experience with Salesforce or fundraising/sales software.

Reporting To This Position: None

Physical Demands and Working Conditions:

Must be able to perform the essential duties of the position with or without reasonable accommodation.

- Physical Demands:
 - Required to move about in an office environment and sit for extended periods of time
 - Required to move about in the community
 - Frequent use of hands for data entry/keystrokes and simple grasping
- Working Conditions:
 - Moderate noise level
 - Occasional exposure to prevalent weather conditions

Diversity creates a healthier atmosphere: All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law.

Member and Audience Services Representative

Sources of Interviewees

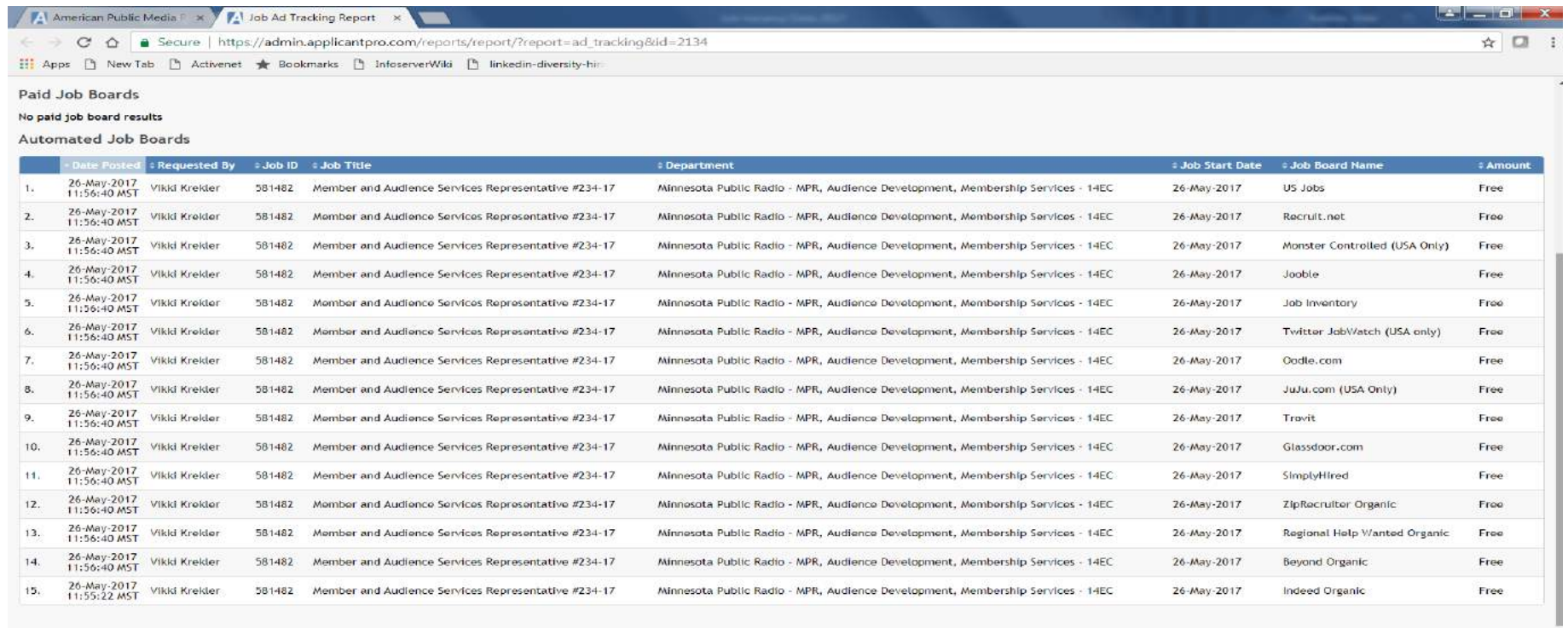
3 Indeed

1 Current Magazine/Online

2 APM Careers Website

1 Employee Referral

1 Craigslist



	Date Posted	Requested By	Job ID	Job Title	Department	Job Start Date	Job Board Name	Amount
1.	26-May-2017 11:56:40 MST	Vikki Krekler	581482	Member and Audience Services Representative #234-17	Minnesota Public Radio - MPR, Audience Development, Membership Services - 14EC	26-May-2017	US Jobs	Free
2.	26-May-2017 11:56:40 MST	Vikki Krekler	581482	Member and Audience Services Representative #234-17	Minnesota Public Radio - MPR, Audience Development, Membership Services - 14EC	26-May-2017	Recruit.net	Free
3.	26-May-2017 11:56:40 MST	Vikki Krekler	581482	Member and Audience Services Representative #234-17	Minnesota Public Radio - MPR, Audience Development, Membership Services - 14EC	26-May-2017	Monster Controlled (USA Only)	Free
4.	26-May-2017 11:56:40 MST	Vikki Krekler	581482	Member and Audience Services Representative #234-17	Minnesota Public Radio - MPR, Audience Development, Membership Services - 14EC	26-May-2017	Jooble	Free
5.	26-May-2017 11:56:40 MST	Vikki Krekler	581482	Member and Audience Services Representative #234-17	Minnesota Public Radio - MPR, Audience Development, Membership Services - 14EC	26-May-2017	Job Inventory	Free
6.	26-May-2017 11:56:40 MST	Vikki Krekler	581482	Member and Audience Services Representative #234-17	Minnesota Public Radio - MPR, Audience Development, Membership Services - 14EC	26-May-2017	Twitter JobWatch (USA only)	Free
7.	26-May-2017 11:56:40 MST	Vikki Krekler	581482	Member and Audience Services Representative #234-17	Minnesota Public Radio - MPR, Audience Development, Membership Services - 14EC	26-May-2017	Oodle.com	Free
8.	26-May-2017 11:56:40 MST	Vikki Krekler	581482	Member and Audience Services Representative #234-17	Minnesota Public Radio - MPR, Audience Development, Membership Services - 14EC	26-May-2017	JuJu.com (USA Only)	Free
9.	26-May-2017 11:56:40 MST	Vikki Krekler	581482	Member and Audience Services Representative #234-17	Minnesota Public Radio - MPR, Audience Development, Membership Services - 14EC	26-May-2017	Travlt	Free
10.	26-May-2017 11:56:40 MST	Vikki Krekler	581482	Member and Audience Services Representative #234-17	Minnesota Public Radio - MPR, Audience Development, Membership Services - 14EC	26-May-2017	Glassdoor.com	Free
11.	26-May-2017 11:56:40 MST	Vikki Krekler	581482	Member and Audience Services Representative #234-17	Minnesota Public Radio - MPR, Audience Development, Membership Services - 14EC	26-May-2017	SimplyHired	Free
12.	26-May-2017 11:56:40 MST	Vikki Krekler	581482	Member and Audience Services Representative #234-17	Minnesota Public Radio - MPR, Audience Development, Membership Services - 14EC	26-May-2017	ZipRecruiter Organic	Free
13.	26-May-2017 11:56:40 MST	Vikki Krekler	581482	Member and Audience Services Representative #234-17	Minnesota Public Radio - MPR, Audience Development, Membership Services - 14EC	26-May-2017	Regional Help Wanted Organic	Free
14.	26-May-2017 11:56:40 MST	Vikki Krekler	581482	Member and Audience Services Representative #234-17	Minnesota Public Radio - MPR, Audience Development, Membership Services - 14EC	26-May-2017	Beyond Organic	Free
15.	26-May-2017 11:55:22 MST	Vikki Krekler	581482	Member and Audience Services Representative #234-17	Minnesota Public Radio - MPR, Audience Development, Membership Services - 14EC	26-May-2017	Indeed Organic	Free

Position Summary:

The Member and Audience Services Representative provides person-to-person customer service to the members and audiences of Minnesota Public Radio (MPR) and American Public Media (APM). This person is part of a team that focuses on supporting strategies designed to deepen relationships with our members and listeners.

Application deadline: June 2, 2017

Member and Audience Services Responsibility:

- Interact and serve as a primary contact with members to provide excellent customer service to ensure the accurate and timely resolution of all communication (phone, email, web, social media, live chat, post mail and walk-in).
- Encourage and offer assistance on how to become a member to those who call or email who are not members, and encourage and offer assistance on how to upgrade sustaining memberships for existing members.
- Utilize Salesforce-based case management system, and work with MPR / APM staff, to research and resolve a wide variety of member / audience inquiries.
- Use the membership database to answer questions relating to membership and to upgrade member information (addresses, phone numbers, email addresses, etc).
- Maintain a useful working knowledge of company policies, procedures, government regulations and commonly accepted business ethics.
- Other duties as assigned

Working as part of the Member and Audience Services team, this person may perform one or more of the following additional tasks:

- Support the front desk staff
- Fill in for the front desk receptionist when receptionist is on break, ill or on vacation
- Check in visitors
- Route phone calls at switchboard
- Assign parking spaces for visitors and staff
- Sign for packages
- Assist with mail sort
- Open / close lobby at beginning / end of day
- Support the member discount card program (Member Connect card)
- Solicit discounts to regional arts & culture venues, retailers, restaurants and underwriting partners.
- Perform spot checks by phone to ensure that participants are familiar with the program and are honoring the card

- Follow up on member and participant complaints about the program
- Work with Print Manager to create printed material to accompany Member Connect mailings to participants
- Work with Print Manager and Online Manager to update program participant lists, both in print and online.
- Assist with member surveys and input/feedback
- Assist the On-Air Fundraising Manager with the fulfillment and inventory management of thank-you gifts (premiums)
 - CD of the Month, and/or Week
 - Monitor fulfillment vendor regarding replenishment of thank you gifts (national and regional)
 - Run inventory reports
 - Assist with the management of the vendor database through regular updating
 - Order and fulfill thank you gift delivery around on air drives
 - Help to ensure the web site matches what is planned during on air drives
 - Keep members apprised of backorders and delays in premium shipments
- Prepare weekly reports on listener feedback for program directors

Required Education and Experience:

- Bachelor's degree or equivalent experience
- Two plus years of experience in work relating to the duties of the position

Required Skills, Knowledge and Abilities:

- Possess a service-oriented attitude
- Problem solving abilities, trouble-shooting skills and ability to adapt to a variety of personalities.
- Ability to follow directions in order to accomplish tasks in a timely manner.
- Well-developed collaboration skills to work with cross-functional teams.
- Strong organizational skills and an eye for detail.
- Excellent verbal and written communication skills.
- Ability to manage instant answer situations
- Ability to adjust to changing priorities and duties.
- Ability to maintain a high level of confidentiality.
- Comfortable troubleshooting minor problems.
- Self-motivated and a self-starter.
- Friendly and professional.

- Interest and ability to learn about all MPR programming and membership options.
- Working knowledge of Microsoft Office applications is a must.

Preferred Skills and Experience:

- Experience in customer service and member retention
- Knowledge and understanding of MPR as a listener and/or member.

Reporting To This Position: None

Physical Demands and Working Conditions:

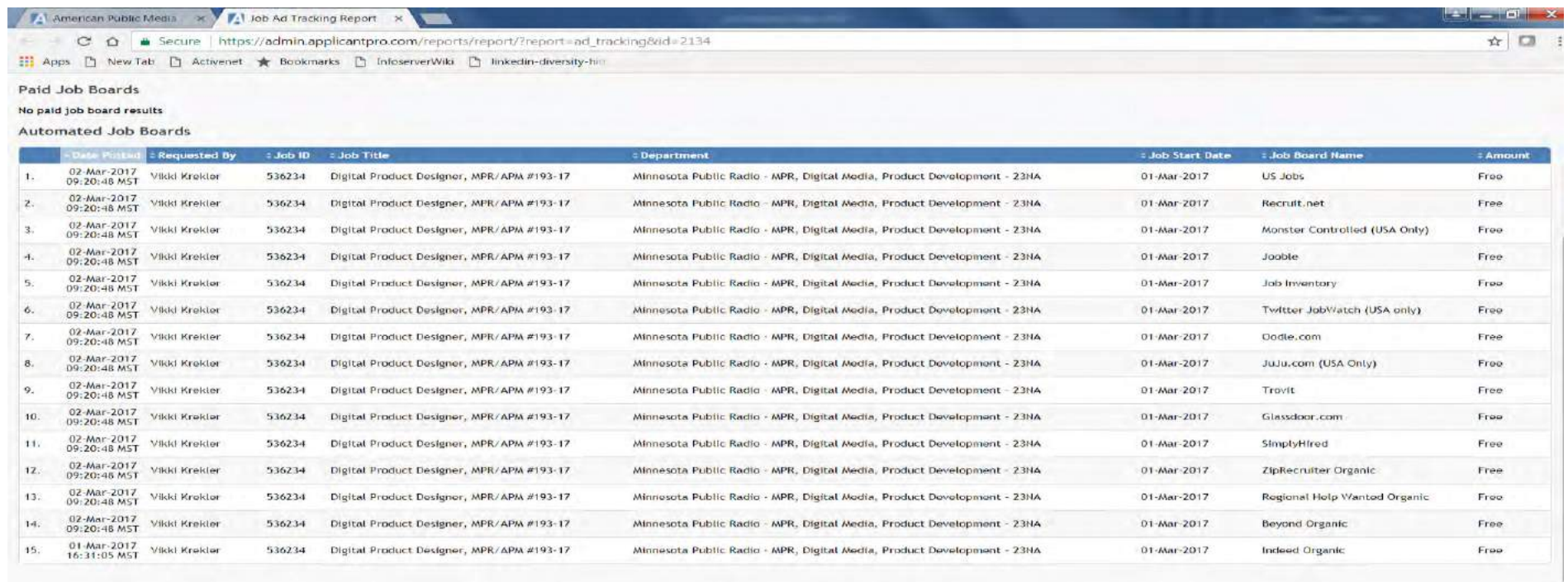
- Occasional evening and weekend work required
- Must be able to perform the essential duties of the position with or without reasonable accommodation
- Physical Demands: Required to walk, sit, and stand; reach with hands and arms; balance, stoop, kneel, or crouch; Frequent use of hands for data entry/keystrokes and simple grasping.
- Working Conditions: Moderate noise level, occasional exposure to prevalent weather conditions

Diversity creates a healthier atmosphere: All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law.

Digital Product Designer

Sources of Interviewees

- 2 LinkedIn
- 1 Other Website - Dribbble
- 1 Refer.io
- 2 Indeed
- 1 Other Website - designjobs.aiga.org
- 1 Other
- 1 Employee Referral
- 1 Facebook
- 1 ZipRecruiter Organic



Paid Job Boards									
No paid job board results									
Automated Job Boards									
	Date Posted	Requested By	Job ID	Job Title	Department	Job Start Date	Job Board Name	Amount	
1.	02-Mar-2017 09:20:48 MST	Vikki Krekler	536234	Digital Product Designer, MPR/APA #193-17	Minnesota Public Radio - MPR, Digital Media, Product Development - 23NA	01-Mar-2017	US Jobs	Free	
2.	02-Mar-2017 09:20:48 MST	Vikki Krekler	536234	Digital Product Designer, MPR/APA #193-17	Minnesota Public Radio - MPR, Digital Media, Product Development - 23NA	01-Mar-2017	Recruit.net	Free	
3.	02-Mar-2017 09:20:48 MST	Vikki Krekler	536234	Digital Product Designer, MPR/APA #193-17	Minnesota Public Radio - MPR, Digital Media, Product Development - 23NA	01-Mar-2017	Monster Controlled (USA Only)	Free	
4.	02-Mar-2017 09:20:48 MST	Vikki Krekler	536234	Digital Product Designer, MPR/APA #193-17	Minnesota Public Radio - MPR, Digital Media, Product Development - 23NA	01-Mar-2017	Jooble	Free	
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13.	02-Mar-2017 09:20:48 MST	Vikki Krekler	536234	Digital Product Designer, MPR/APA #193-17	Minnesota Public Radio - MPR, Digital Media, Product Development - 23NA	01-Mar-2017	Regional Help Wanted Organic	Free	
14.	02-Mar-2017 09:20:48 MST	Vikki Krekler	536234	Digital Product Designer, MPR/APA #193-17	Minnesota Public Radio - MPR, Digital Media, Product Development - 23NA	01-Mar-2017	Beyond Organic	Free	
15.	01-Mar-2017 16:31:05 MST	Vikki Krekler	536234	Digital Product Designer, MPR/APA #193-17	Minnesota Public Radio - MPR, Digital Media, Product Development - 23NA	01-Mar-2017	Indeed Organic	Free	

Position Summary:

Minnesota Public Radio|American Public Media ("MPR|APM") is hiring a Digital Product Designer. A successful candidate will join a Digital Product team of web developers, software engineers, and designers committed to bringing the best public media content to the digital world. This team supports all Minnesota Public Radio services including MPR News, Classical MPR, and the Current. It also supports many nationally produced shows including Splendid Table, The Dinner Party Download, A Prairie Home Companion, American RadioWorks, Performance Today and Pipedreams.

Are you passionate about news design and helping award-winning journalists inform our community? Are you eager to work on multiple digital products with a talented and committed group of web developers, software engineers, and creative designers? Are you eager to craft your UX designs into a coherent suite of digital products that establish an emotional relationship with public radio audiences and audiences that have not yet connected with public radio? At MPR|APM, you'll have the opportunity to do all of these things as the Digital Product Designer in Digital Products.

Application deadline has been extended to March 24, 2017

Position Responsibilities:

- Work with the director of Digital Products, and team leads of Web Development and Software Engineering to establish the digital product roadmap.
- Support colleagues in Audience Development to develop personas to engage an ever-evolving user-base.
- Conduct user research and user testing processes to create feedback loop to inform and improve product decisions.
- Establish guidelines to improve overall digital product coherence.
- Lead development of products with a focus of moving beyond just utility to include product emotion and feel.
- Develop high level digital product prototypes to advance the UX process.
- Develop wireframes for websites, native apps and internal software to advance the UX process.
- Collaborate closely with UI Visual Designer as the UI designer applies visual designs to your wireframes.
- Collaborate with Marketing and Creative Services to ensure brand consistency and when needing to develop new brands/brand assets.
- Assist the digital team in other project-related tasks as assigned.

Required Education and Experience:

- Bachelor's degree or equivalent work experience.
- 4 - 6+ years of experience in design of digital products including websites, web apps, native apps, software user interfaces.

Required Skills, Knowledge and Abilities:

- Experience gathering feedback from users at various stages of the design process and incorporating into further iterations.
- Ability to work collaboratively and effectively with colleagues in multiple departments/divisions.
- A love of analytics. Experience using a combination of data and user feedback to make product decisions.
- Experience in designing UX for mobile first and optimizing for multiple devices.
- Awareness of the latest trends and up-to-date with latest technologies and techniques.
- An understanding of the full digital product development process, including working with Digital Content leads, Front-End developers, and Software Engineers.
- Ability to create high-level prototypes of design concepts.
- Ability to handle tight deadlines and quick turnaround.
- Ability to work efficiently with limited direct supervision.
- Ability to work with changing deadlines and in fast-paced environment.
- Proficiency with design tools like Sketch and Adobe Creative Suite.
- Proficiency with at least one modern prototyping tool (Pixate, InVision, Framer, Marvel, Oragami, etc.)

Preferred Skills and Experience:

- Minimum two years of experience in web development.
- Experience designing digital audio experiences.
- Experience designing user registration interfaces for media websites and apps.
- Experience discussing content strategy with content leaders to inform product and design decisions.
- Experience leading a team, including numerous stakeholders, through a design process.

Physical Demands and Working Conditions:

- Must be able to perform the essential duties of the position with or without reasonable accommodation.
- Physical Demands:
 - Required to move about in an office environment and sit at extensive periods of time
 - Required to move about in the community
 - Reach with hands and arms
 - Balance, stoop, kneel, or crouch
 - Frequent use of hands for data entry/keystrokes and simple grasping
- Working Conditions:
 - Moderate noise level
 - Occasional exposure to prevalent weather conditions

- *Diversity creates a healthier atmosphere: All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law.*

Membership Mid-Level Specialist

Sources of Interviewees

2 Employee Referral

1 Word of Mouth

2 Other

2 Minnesota Council of Nonprofits

2 APM Careers Website

1 Indeed

Paid Job Boards								
No paid job board results								
Automated Job Boards								
	Date Posted	Requested By	Job ID	Job Title	Department	Job Start Date	Job Board Name	Amount
1.	19-Jun-2017 14:46:41 MST	Vikki Krekler	588525	Membership Mid-Level Specialist #245-17	Minnesota Public Radio - MPR, Audience Development, Membership - 14ED	10-Jun-2017	Beyond Organic	Free
2.	19-Jun-2017 14:46:41 MST	Vikki Krekler	588525	Membership Mid-Level Specialist #245-17	Minnesota Public Radio - MPR, Audience Development, Membership - 14ED	10-Jun-2017	Glassdoor.com	Free
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11.	19-Jun-2017 14:46:41 MST	Vikki Krekler	588525	Membership Mid-Level Specialist #245-17	Minnesota Public Radio - MPR, Audience Development, Membership - 14ED	10-Jun-2017	Trovit	Free
12.	19-Jun-2017 14:46:41 MST	Vikki Krekler	588525	Membership Mid-Level Specialist #245-17	Minnesota Public Radio - MPR, Audience Development, Membership - 14ED	10-Jun-2017	Twitter JobWatch (USA only)	Free
13.	19-Jun-2017 14:46:41 MST	Vikki Krekler	588525	Membership Mid-Level Specialist #245-17	Minnesota Public Radio - MPR, Audience Development, Membership - 14ED	10-Jun-2017	US Jobs	Free
14.	19-Jun-2017 14:46:41 MST	Vikki Krekler	588525	Membership Mid-Level Specialist #245-17	Minnesota Public Radio - MPR, Audience Development, Membership - 14ED	10-Jun-2017	ZipRecruiter Organic	Free
15.	10-Jun-2017 05:41:14 MST	Vikki Krekler	588525	Membership Mid-Level Specialist #245-17	Minnesota Public Radio - MPR, Audience Development, Membership - 14ED	10-Jun-2017	Indeed Organic	Free

Position Summary:

The Membership Mid-Level Specialist is responsible for identifying, cultivating and stewarding MPR Members with potential for giving at Mid-Level amounts. In conjunction with the Membership and Major Gifts teams, this role seeks to increase levels of giving for identified segments with higher giving potential, and to create and execute programs to reward, incent, and demonstrate value of Mid-Level giving.

As a part of the Membership team, this role will also assist in creation of strategies used to cultivate, retain and steward Members at all levels.

Application deadline extended to July 10, 2017**Position Responsibilities:**

- Help create and execute strategies to grow individual Membership giving, with strong emphasis on Mid-Level giving.
- Collaborate with Major Gifts team to develop prospects for higher-level giving from MPR Membership.
- With Membership Research and Development research teams, profile and segment Mid-Level donors and prospects.
- Write compelling materials, including direct mail, telemarketing scripts, emails, audio promotions and more.
- With Community Relations, Communications, Major Gifts and other teams, utilize compelling impact stories and data for use in Mid-Level and other Membership communications.
- Serve as key contact for external consultants and other 3rd parties as needed.
- Develop premiums and other recognition opportunities for Mid-Level donors.
- With Membership team, develop stewardship practices for all Members (Welcome, Gratitude, Advancement).
- Develop and create event opportunities with an emphasis on cultivating/stewarding Mid-Level Members, including leveraging existing MPR events with other departments, digital events, and other MPR signature events such as Member Appreciation Week, the Minnesota State Fair, Rock the Garden and Rock the Cradle.
- Work with Marketing & Underwriting to leverage partnerships with other organizations for stewardship and benefits.
- Serve as Membership liaison with Benefits program partner in coordination with Underwriting, Member Services, Events teams.
- Follow up individually with Members as needed, and serve as a personal point of contact for selected Members and prospects.
- Manage all fundraising channels for Mid-Level donors, including on-air, direct mail, telemarketing, email and digital.
- Other duties as assigned.

Required Education and Experience:

- Bachelor's degree or equivalent work experience.
- Minimum of 3 years non-profit fundraising, including work with Mid-Level or Major donors.

- Experience with multi-channel fundraising, including direct mail, telemarketing, and email.
- Copy development experience and excellent writing skills.
- Use of Salesforce or other donor CRM system to manage and profile donors.
- Fluency in MSOffice Suite: Word, Excel, PowerPoint and MS Outlook.

Required Skills, Knowledge and Abilities:

- Demonstrated skills in written and oral communication.
- Demonstrated success in applying a broad knowledge of effective development practices.
- Demonstrated success in planning for and completing projects on time, on budget and within scope.
- Demonstrated success in coordinating cross-functional teams.
- Demonstrated problem-solving skills and high level of accuracy and attention to details.
- Demonstrated ability to be flexible and adaptable to change.
- Demonstrated organizational skills, ability to prioritize and work under pressure.
- Ability to gather research quickly and effectively from multiple sources.
- Ability to learn software applications when needed.
- Passion for the mission of MPR/APM.

Preferred Skills and Experience:

- Previous experience with broadcast or cultural organization.
- Experience with Email Management systems (ex: Marketing Cloud, Exact Target, Eloqua, Mail Chimp)
- Experience with WordPress, HTML or similar web development tools.

Physical Demands and Working Conditions:

- Must be able to perform the essential duties of the position with or without reasonable accommodation.
- Ability to manage some work outside of standard office hours as needed.
- Physical Demands:
 - Required to move about in an office environment and sit for extended periods of time
 - Required to move about in the community
 - Frequent use of hands for data entry/keystrokes and simple grasping
- Working Conditions:
 - Moderate noise level

- Occasional exposure to prevalent weather conditions

Sr. Administrative Assistant

Sources of Interviewees

2 Minnesota Council of Nonprofits

2 Indeed

2 Other

3 APM Careers Website

1 Refer.io

Job Ad Tracking Report									
https://admin.applicantpro.com/reports/report/?report=ad_tracking&id=2134									
	Date Posted	Requested By	Job ID	Job Title	Department	Job Start Date	Job Board Name	Amount	Job Board Email
1.	21-Jun-2017 18:52:36 MST	Vikki Krekler	594129	Senior Administrative Assistant #252-17	Minnesota Public Radio - MPR, Technology - Facilities - 240B	21-Jun-2017	TV and Radio Jobs	\$0.00	
2.	21-Jun-2017 11:37:49 MST	Vikki Krekler	594129	Senior Administrative Assistant #252-17	Minnesota Public Radio - MPR, Technology - Facilities - 240B	21-Jun-2017	NAACP	\$0.00	tillmannaacp@aol.com
								Total:	\$0.00
Automated Job Boards									
	Date Posted	Requested By	Job ID	Job Title	Department	Job Start Date	Job Board Name	Amount	
1.	21-Jun-2017 11:37:18 MST	Vikki Krekler	594129	Senior Administrative Assistant #252-17	Minnesota Public Radio - MPR, Technology - Facilities - 240B	21-Jun-2017	US Jobs	Free	
2.	21-Jun-2017 11:37:18 MST	Vikki Krekler	594129	Senior Administrative Assistant #252-17	Minnesota Public Radio - MPR, Technology - Facilities - 240B	21-Jun-2017	Recruit.net	Free	
3.	21-Jun-2017 11:37:18 MST	Vikki Krekler	594129	Senior Administrative Assistant #252-17	Minnesota Public Radio - MPR, Technology - Facilities - 240B	21-Jun-2017	Monster Controlled (USA Only)	Free	
4.	21-Jun-2017 11:37:18 MST	Vikki Krekler	594129	Senior Administrative Assistant #252-17	Minnesota Public Radio - MPR, Technology - Facilities - 240B	21-Jun-2017	Jooble	Free	
5.	21-Jun-2017 11:37:18 MST	Vikki Krekler	594129	Senior Administrative Assistant #252-17	Minnesota Public Radio - MPR, Technology - Facilities - 240B	21-Jun-2017	Job Inventory	Free	
6.	21-Jun-2017 11:37:18 MST	Vikki Krekler	594129	Senior Administrative Assistant #252-17	Minnesota Public Radio - MPR, Technology - Facilities - 240B	21-Jun-2017	Twitter JobVatch (USA only)	Free	
7.	21-Jun-2017 11:37:18 MST	Vikki Krekler	594129	Senior Administrative Assistant #252-17	Minnesota Public Radio - MPR, Technology - Facilities - 240B	21-Jun-2017	Oodlo.com	Free	
8.	21-Jun-2017 11:37:18 MST	Vikki Krekler	594129	Senior Administrative Assistant #252-17	Minnesota Public Radio - MPR, Technology - Facilities - 240B	21-Jun-2017	JuJu.com (USA Only)	Free	
9.	21-Jun-2017 11:37:18 MST	Vikki Krekler	594129	Senior Administrative Assistant #252-17	Minnesota Public Radio - MPR, Technology - Facilities - 240B	21-Jun-2017	Trovit	Free	
10.	21-Jun-2017 11:37:18 MST	Vikki Krekler	594129	Senior Administrative Assistant #252-17	Minnesota Public Radio - MPR, Technology - Facilities - 240B	21-Jun-2017	JobBoost	Free	
11.	21-Jun-2017 11:37:18 MST	Vikki Krekler	594129	Senior Administrative Assistant #252-17	Minnesota Public Radio - MPR, Technology - Facilities - 240B	21-Jun-2017	Glassdoor.com	Free	
12.	21-Jun-2017 11:37:18 MST	Vikki Krekler	594129	Senior Administrative Assistant #252-17	Minnesota Public Radio - MPR, Technology - Facilities - 240B	21-Jun-2017	SimplyHired	Free	
13.	21-Jun-2017 11:37:18 MST	Vikki Krekler	594129	Senior Administrative Assistant #252-17	Minnesota Public Radio - MPR, Technology - Facilities - 240B	21-Jun-2017	ZipRecruiter Organic	Free	
14.	21-Jun-2017 11:37:18 MST	Vikki Krekler	594129	Senior Administrative Assistant #252-17	Minnesota Public Radio - MPR, Technology - Facilities - 240B	21-Jun-2017	Regional Help Wanted Organic	Free	

Position Summary:

The Senior Administrative Assistant provides primary administrative support to the Senior Vice President, Chief Technology Officer and General Manager of Regional Services of Minnesota Public Radio (MPR) and American Public Media Group (APMG).

This position works closely with the Senior Vice President to assure smooth functioning of the central administration for APMG Technology, Engineering, and Operations division, MPR News, 89.3 The Current, and the regional and national Classical Music divisions. In addition to coordination and administrative duties, this position takes an active role in the department financial tracking, personnel time tracking, and assists the Senior Vice President and division team with ongoing budget maintenance and reconciliation in support of MPR Regional Services, Technology, Engineering, and Operations division activities. In addition, this position supports the division's budget planning and expense administration processes. The Senior Administrative Assistant will interact internally across the organization and have contact with external industry colleagues and partners.

Application deadline: July 12, 2017

Position Responsibility:

- Provide daily administrative support for the Senior Vice President, including calendar management, correspondence, records maintenance and information management, logistical and organizational support for meetings, travel arrangements, expense processing, and project coordination.
- Coordinate meetings with other departments and executive management as directed. Prepare and send advance information. Prepare notes and summaries for distribution as requested.
- Work closely with the SVP, CTO, and GM of Regional Services to facilitate efficient oversight of Division(s) Administrative Functions.
- Ensure administrative procedures and systems are in place to support the Senior Vice President and other members of the Department as needed. Routinely analyze administrative procedures and identify opportunities for process improvement and cost reduction without service compromises.
- Maintain databases and filing systems as required. Process T&E and other expenses vouchers and invoices as necessary ensure that corporate expense policies are followed. May coordinate other billings for corporate-wide activities. Serve as a resource to all departments in Finance Department.
- Prepare purchase orders and CPAs, process expense reports for Senior Vice President. Reconcile purchase orders, research past transactions, keep records and report transactions for the departments, communicate issues as they arise.
- Track revenue billing, payroll, and interoffice financial reconciliation.
- Responsible for reporting on grants, including tracking and coordinating with grant team and finance.
- Manage and track telecommunication, ISDN, satellite, and other media distribution expenditures, including personnel hours, invoices, payments, and budget.
- Keep records of contracts, anticipate renewals and work with Senior Vice President and team to facilitate.

- Work with Finance staff to coordinate periodic projections, and budget revisions as needed.
- Analyze Division contracts, expenditures, invoices and payments for telecommunications,
- Support Senior Vice President with divisional human resource processes, including employment, performance management, and employee logistics/workspaces. Work with HR to ensure compliance with company guidelines, and ensure proper handling of confidential information.
- Support the division's financial processes, including budget planning and forecasting, processing, tracking and reporting expenditures, researching discrepancies and assisting other leaders in the department with finance systems and software. Maintain proper records and help ensure division compliance with company financial policies.
- Coordination for various assigned administrative projects for the division which would include these duties:
 - Serve as lead coordinator of the project, under direction of appropriate manager.
 - Track progress against project deliverables and plan.
 - Develop and deliver key communication, including status reports and communication plan, if applicable.
 - Manage co-ordination of the work of others as it relates to the project.
 - Support the planning and the development of all project deliverables.
 - Support Management of project deliverables in the line with the project plan.
 - Report project status.
 - Surface project issues for resolution as needed.
- Assist in assembling, reviewing and distributing Committee and Board materials.
- Support communicating and representing the work of Division(s) within the company.
- Act as first-point-of-contact for vendors and guests by providing excellent customer service. Greet, assist, provide resources, and/or direct as appropriate.
- Update intranet (Wiki) pages for specified corporate finance departments, including Corporate Administration policies and procedures.
- General office management duties include, but are not limited to: ordering and stocking supplies, distributing mail, and coordinating maintenance of office equipment.
- Other duties as assigned.

Required Education and Experience:

- Associate's degree or equivalent work experience.
- Five or more years' administrative support experience or equivalent.
- Significant experience using Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Experience with coordinating budgets.

Required Skills, Knowledge and Abilities:

- Detail-oriented with excellent organizational skills and the ability to prioritize and work under pressure.
- Must be self-motivated and a self-starter.
- Must possess excellent customer services skills and a friendly and professional attitude.
- Must demonstrate expert Microsoft Office skills (Word, Excel, PowerPoint, Outlook) and be willing to learn new software applications, such as Dreamweaver and Visio.
- Must have the desire and ability to successfully work as a part of a team.
- Strong service ethic, the ability to meet deadlines, and the ability to contribute to the overall quality of the Division.
- Ability to manage multiple, simultaneous, high priority tasks.
- Must be able to exercise professional discretion and independent judgment when handling personal/professional contacts.
- Must maintain a high degree of confidentiality in an information-rich environment.
- Excellent written and verbal communication skills that allow successful interaction with all areas of the organization and with external constituents.
- Solid interpersonal skills with the demonstrated ability to develop and maintain productive relationships with creative, energetic and demanding professionals.
- High level of enthusiasm and energy.

Preferred Skills and Experience:

- Bachelor's degree
- Knowledge of media, non-profit or technology organizations
- Accounting/bookkeeping experience
- Experience using a web based expense reporting system
- Experience using an ePO system
- Experience in managing grants or similar budgets

Reporting To This Position: None

Physical Demands and Working Conditions:

- Must be able to perform the essential duties of the position with or without reasonable accommodation
- Physical Demands:
 - Required to move about in an office environment and sit for extended periods of time
 - Frequent use of hands for data entry/keystrokes and simple grasping.
- Working Conditions:

- Moderate noise level
- Occasional exposure to prevalent weather conditions.

Diversity creates a healthier atmosphere: All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law.

Membership Direct Fundraising Specialist

Source of Interviewee

Employee Referral

American Public Media

Job Ad Tracking Report

Secure

https://admin.applicantpro.com/reports/report/?report=ad_tracking&id=2134

Apps

New Tab

Activenet

Bookmarks

InfoserverWiki

linkedin-diversity-hiri

No paid job board results

Automated Job Boards

	Date Posted	Requested By	Job ID	Job Title	Department	Job Start Date	Job Board Name	Amount
1.	24-Jul-2017 11:03:58 MST	Vikki Krekler	610932	Membership Direct Fundraising Specialist #111-18	Minnesota Public Radio - MPR, Audience Development, Membership - 14ED	24-Jul-2017	Beyond Organic	Free
2.	24-Jul-2017 11:03:58 MST	Vikki Krekler	610932	Membership Direct Fundraising Specialist #111-18	Minnesota Public Radio - MPR, Audience Development, Membership - 14ED	24-Jul-2017	Indeed Organic	Free
3.	24-Jul-2017 11:03:58 MST	Vikki Krekler	610932	Membership Direct Fundraising Specialist #111-18	Minnesota Public Radio - MPR, Audience Development, Membership - 14ED	24-Jul-2017	ZipRecruiter Organic	Free
4.	24-Jul-2017 11:03:58 MST	Vikki Krekler	610932	Membership Direct Fundraising Specialist #111-18	Minnesota Public Radio - MPR, Audience Development, Membership - 14ED	24-Jul-2017	US Jobs	Free
5.	24-Jul-2017 11:03:58 MST	Vikki Krekler	610932	Membership Direct Fundraising Specialist #111-18	Minnesota Public Radio - MPR, Audience Development, Membership - 14ED	24-Jul-2017	Trovit	Free
6.	24-Jul-2017 11:03:58 MST	Vikki Krekler	610932	Membership Direct Fundraising Specialist #111-18	Minnesota Public Radio - MPR, Audience Development, Membership - 14ED	24-Jul-2017	SimplyHired	Free
7.	24-Jul-2017 11:03:58 MST	Vikki Krekler	610932	Membership Direct Fundraising Specialist #111-18	Minnesota Public Radio - MPR, Audience Development, Membership - 14ED	24-Jul-2017	Regional Help Wanted Organic	Free
8.	24-Jul-2017 11:03:58 MST	Vikki Krekler	610932	Membership Direct Fundraising Specialist #111-18	Minnesota Public Radio - MPR, Audience Development, Membership - 14ED	24-Jul-2017	Recruit.net	Free
9.	24-Jul-2017 11:03:58 MST	Vikki Krekler	610932	Membership Direct Fundraising Specialist #111-18	Minnesota Public Radio - MPR, Audience Development, Membership - 14ED	24-Jul-2017	Oodle.com	Free
10.	24-Jul-2017 11:03:58 MST	Vikki Krekler	610932	Membership Direct Fundraising Specialist #111-18	Minnesota Public Radio - MPR, Audience Development, Membership - 14ED	24-Jul-2017	Monster Controlled (USA Only)	Free
11.	24-Jul-2017 11:03:58 MST	Vikki Krekler	610932	Membership Direct Fundraising Specialist #111-18	Minnesota Public Radio - MPR, Audience Development, Membership - 14ED	24-Jul-2017	JuJu.com (USA Only)	Free
12.	24-Jul-2017 11:03:58 MST	Vikki Krekler	610932	Membership Direct Fundraising Specialist #111-18	Minnesota Public Radio - MPR, Audience Development, Membership - 14ED	24-Jul-2017	Jooble	Free
13.	24-Jul-2017 11:03:58 MST	Vikki Krekler	610932	Membership Direct Fundraising Specialist #111-18	Minnesota Public Radio - MPR, Audience Development, Membership - 14ED	24-Jul-2017	JobBoost	Free
14.	24-Jul-2017 11:03:58 MST	Vikki Krekler	610932	Membership Direct Fundraising Specialist #111-18	Minnesota Public Radio - MPR, Audience Development, Membership - 14ED	24-Jul-2017	Job Inventory	Free
15.	24-Jul-2017 11:03:58 MST	Vikki Krekler	610932	Membership Direct Fundraising Specialist #111-18	Minnesota Public Radio - MPR, Audience Development, Membership - 14ED	24-Jul-2017	Glassdoor.com	Free
16.	24-Jul-2017 11:03:58 MST	Vikki Krekler	610932	Membership Direct Fundraising Specialist #111-18	Minnesota Public Radio - MPR, Audience Development, Membership - 14ED	24-Jul-2017	Indeed Organic	Free

Position Summary:

This position is responsible for the execution and evaluation of direct membership fundraising programs for Minnesota Public Radio (MPR). Channels include direct mail, email, and telemarketing. This role is also responsible for MPR matching gifts, vehicle donation programs, and their associated revenue/expense.

This position participates in membership campaign planning, and is responsible for meeting or exceeding assigned Member and revenue goals.

Application deadline is July 29, 2017

Position Responsibilities:

- Develop and execute integrated multi-channel fundraising campaigns to meet or exceed annual revenue and Member goals.
- Translate designed strategies into specific, documented plans that include timelines, channel selection, offers, ask strings, segmentation, projected response rates and revenue, tests, and expense budgets.
- Serve as Project Manager for direct campaigns.
- Communicate plans to others as appropriate. Obtain approvals and participation from stakeholders, and adjust schedules and plans as circumstances dictate.
- Ensure that the criteria for selection, suppression, and segmentation for data pulls and that coding for use in MPR's databases and other systems are correct and accurate.
- Participate in proof approval process and sign off on proofs, managing vendor relationships to ensure accuracy and quality.
- Analyze and report on progress to goals and effectiveness of specific campaigns and tactics, as well as overall program effectiveness.
- Work closely with internal partners to ensure proper use and analysis of segments and transactions, to report on activity and results, and to reduce or eliminate the possibility of errors.
- Assist to develop and execute strategies to increase awareness, participation, and revenue of the matching gifts and vehicle donations programs.
- Develop creative initiatives and explore new ideas for both programs, while maintaining budget expenses.
- Analyze and report on progress to goals and effectiveness of program efforts.
- Assist in exploring and developing new and revised segmentation using CRM and current modelling structures.
- Monitor PCI and other security compliance with internal processes and vendors.
- Manage annual Membership benchmarking, collaborating with external vendors.

- Champion a high-quality donor experience in Member communications and steward relationships through communication to sustaining, active, lapsed, and prospective Members using segmented direct mail, email, and telemarketing, including creating or acquiring successful packages, scripts, and/or templates.
- Ensure prompt processing and delivery of key components of Members' experience, including member cards, acknowledgements, tax substantiations, welcome materials, etc.
- Maintain accurate reporting and provide reports as needed to departments.
- Keep current with best practices and innovations in fundraising, Membership, CRM, and digital communications as they apply to MPR/AMPG's work.
- Other duties as assigned.

Required Education and Experience:

- Bachelor's Degree or equivalent work experience.
- Three or more years of experience executing a combination of direct mail, email, and/or telemarketing OR a similar multi-channel direct response program.
- Proven ability to learn and use database & CRM systems (examples: Salesforce, Raiser's Edge, Eloqua, Marketing Cloud).
- Experience budgeting, forecasting, and analyzing direct response campaigns.
- Demonstrated proficiency in Word, Excel, and internet-based software.

Required Skills, Knowledge, and Abilities:

- Strong attention to detail, with the ability to proofread copy and validate complex data.
- Ability to multi-task in a deadline-driven environment.
- Ability to communicate directly and clearly with written and verbal communications.
- Well-developed collaboration skills to work with external vendors and internal cross-functional teams.
- Proven experience with data-driven decision-making to design solutions and to adapt those solutions in response to new/additional data.
- Ability to prioritize responsibilities and goals, communicate with precision and clarity, motivate others and enlist them to meet goals.

Preferred Skills and Experience:

- Three to five years of experience executing a combination of direct mail, email, and/or telemarketing OR a similar multi-channel direct response program.
- Familiarity with APM/MPR programming.
- Previous experience with broadcast or cultural organization.

- Previous nonprofit and fundraising experience.

Reporting To This Position: None

Physical Demands and Working Conditions:

- Must be able to perform the essential duties of the position with or without reasonable accommodation.
- Ability to work occasionally off-site (such as at events).
- Physical Demands:
 - Required to move about in an office environment and sit for extended periods of time
 - Required to move about in the community
 - Frequent use of hands for data entry/keystrokes and simple grasping
- Working Conditions:
 - Moderate noise level
 - Occasional exposure to prevalent weather conditions

Associate Producer – MPR, ATC

Sources of Interviewees

3 Employee Referral

4 APM Careers Website

1 Indeed

1 Facebook

1 journalismjobs.com

Paid Job Boards									
	Date Posted	Requested By	Job ID	Job Title	Department	Job Start Date	Job Board Name	Amount	Job Board Email
1.	23-Jun-2017 06:24:32 MST	Vikki Krokler	590445	Associate Producer-MPR, All Things Considered #203-17	Minnesota Public Radio - MPR News, Newsroom - 17HB	14-Jun-2017	Journalismjobs.com	\$100.00	
2.	15-Jun-2017 08:37:50 MST	Vikki Krokler	590445	Associate Producer-MPR, All Things Considered #203-17	Minnesota Public Radio - MPR News, Newsroom - 17HB	14-Jun-2017	TV and Radio Jobs	\$0.00	
3.	14-Jun-2017 13:15:10 MST	Vikki Krokler	590445	Associate Producer-MPR, All Things Considered #203-17	Minnesota Public Radio - MPR News, Newsroom - 17HB	14-Jun-2017	Southern CA Broadcasters Assoc	\$0.00	edostal@arbradio.com
4.	14-Jun-2017 13:15:09 MST	Vikki Krokler	590445	Associate Producer-MPR, All Things Considered #203-17	Minnesota Public Radio - MPR News, Newsroom - 17HB	14-Jun-2017	Academy of Radio Broadcasting	\$0.00	doroan@arbradio.com
5.	14-Jun-2017 13:15:09 MST	Vikki Krokler	590445	Associate Producer-MPR, All Things Considered #203-17	Minnesota Public Radio - MPR News, Newsroom - 17HB	14-Jun-2017	American Broadcasting School	\$0.00	michelle@radioschool.com
6.	14-Jun-2017 13:15:09 MST	Vikki Krokler	590445	Associate Producer-MPR, All Things Considered #203-17	Minnesota Public Radio - MPR News, Newsroom - 17HB	14-Jun-2017	Asian American Journalist Association	\$0.00	maricas@aaaja.com
7.	14-Jun-2017 13:15:09 MST	Vikki Krokler	590445	Associate Producer-MPR, All Things Considered #203-17	Minnesota Public Radio - MPR News, Newsroom - 17HB	14-Jun-2017	ASU Walter Cronkite School	\$0.00	mike.wong@asu.edu
8.	14-Jun-2017 13:15:09 MST	Vikki Krokler	590445	Associate Producer-MPR, All Things Considered #203-17	Minnesota Public Radio - MPR News, Newsroom - 17HB	14-Jun-2017	NAACP	\$0.00	tillmannaacp@aol.com
								Total: \$100.00	
Automated Job Boards									
	Date Posted	Requested By	Job ID	Job Title	Department	Job Start Date	Job Board Name	Amount	
1.	14-Jun-2017 13:12:50 MST	Vikki Krokler	590445	Associate Producer-MPR, All Things Considered #203-17	Minnesota Public Radio - MPR News, Newsroom - 17HB	14-Jun-2017	US Jobs	Free	
2.	14-Jun-2017 13:12:50 MST	Vikki Krokler	590445	Associate Producer-MPR, All Things Considered #203-17	Minnesota Public Radio - MPR News, Newsroom - 17HB	14-Jun-2017	Beyond Organic	Free	
3.	14-Jun-2017 13:12:50 MST	Vikki Krokler	590445	Associate Producer-MPR, All Things Considered #203-17	Minnesota Public Radio - MPR News, Newsroom - 17HB	14-Jun-2017	Regional Help Wanted Organic	Free	
4.	14-Jun-2017 13:12:50 MST	Vikki Krokler	590445	Associate Producer-MPR, All Things Considered #203-17	Minnesota Public Radio - MPR News, Newsroom - 17HB	14-Jun-2017	ZipRecruiter Organic	Free	
5.	14-Jun-2017 13:12:50 MST	Vikki Krokler	590445	Associate Producer-MPR, All Things Considered #203-17	Minnesota Public Radio - MPR News, Newsroom - 17HB	14-Jun-2017	SimplyHired	Free	
6.	14-Jun-2017 13:12:50 MST	Vikki Krokler	590445	Associate Producer-MPR, All Things Considered #203-17	Minnesota Public Radio - MPR News, Newsroom - 17HB	14-Jun-2017	Glassdoor.com	Free	
7.	14-Jun-2017	Vikki Krokler	590445	Associate Producer-MPR, All Things Considered #203-17	Minnesota Public Radio - MPR News, Newsroom - 17HB	14-Jun-2017	Trovit	Free	

Position Summary:

The next Associate Producer of *All Things Considered* at MPR News is going to work closely with the Host and producer(s) of the show, and the rest of the newsroom to broadcast the best local afternoon news program offered in Minnesota, and among the best in the country. This position is responsible for providing material and production support for *All Things Considered*, including: broadcast directing, writing and editing production material, scheduling interviews in pre-interview and live, breaking news situations.

Application deadline: June 28, 2017

Position Responsibility:

- Directs live broadcasts; works with board operator(s) to ensure proper program elements are played cleanly, chooses program music, maintains audio quality control.
- Works with host to plan and schedule local news segments; assembles on-air materials prior to broadcast.
- Works with MPR newsroom editors and reporters, and external content providers, to schedule content and communicate deadlines.
- Initiates, plans and produces program material for broadcast - this includes conducting interviews and preparing interviews and features, as well as pulling material from other sources and preparing them for distribution.
- Updating content on Web site and in News archive.
- Keeps up-to-date with local, national and international news.
- Maintains excellent working relationship with other departments, particularly Operations, Online, Membership, Member Audience Services, and Traffic.
- Performs administrative tasks including answering mail, record keeping, data entry, creating daily rundowns, and coordinating payments with newsroom coordinator.
- Helps plan coverage based on planning calendars and upcoming events.
- Maintains strong audience and industry relationships including audience comments, inquiries from public radio and other media outlets.
- Substitutes for the Sr. Producer on an as needed basis, and fill-in/ assist other regional news programs as needed.
- Delivers broadcast materials for online treatment.
- Performs other duties as assigned.

Required Education and Experience:

- B.A. degree or equivalent work experience in broadcasting, journalism, or related field.
- Minimum 3 years professional daily broadcast journalism experience.
- Experience producing live radio programs, breaking news, remote broadcasts and/or events coverage.

Required Skills, Knowledge and Abilities:

- Demonstrated radio production skills, including digital editing and production
- Demonstrated live control room directing experience desired
- Knowledge of online journalistic practices important
- Superior verbal and written communication skills
- Ability to work on several projects at the same time and working with diverse personalities
- Must demonstrate resourcefulness and ability to problem-solve at all levels
- Ability to work interdependently within a team
- Excellent organizational skills; effective with details; energetic and self-starter
- Ability to learn new industry specific skills as required
- Demonstrated research skills in a professional capacity
- Ability to understand and deliver high-quality service to multiple constituencies
- Excellent knowledge of and experience in journalism, including writing and interviewing
- Ability to make responsible judgments and to work with little or no supervision
- Ability to successfully meet deadlines and handle multiple responsibilities under pressure on a consistent basis and in a fast-paced environment
- Strong, developing news judgment, curiosity, and persistence
- Knowledge of overarching tasks, and ability to perform the full spectrum of tasks associated with a show and program
- Ability to react to breaking news, changing situations, and adjusting the program accordingly
- Ability to direct and motivate interns and Assistant Producers, Production Assistants, Interns/Fellows
- Ability to prioritize communication in terms of problems and changes occurring
- Proficient in office communications and document systems e.g. Microsoft Office: Word, Excel, Outlook, Google Docs, Slack, or comparable systems

Preferred Education:

- B.A. degree or equivalent work experience in broadcasting, journalism, or related field.

Reporting To This Position: N/A

Physical Demands and Working Conditions:

- Must be able to perform the essential duties of the position with or without reasonable accommodation

- Physical Demands:
 - Required to walk, sit, and stand; reach with hands and arms; balance, stoop, kneel, or crouch
 - Frequent use of hands for data entry/keystrokes and simple grasping
- Working Conditions:
 - Moderate noise level
 - Occasional exposure to prevalent weather conditions

Diversity creates a healthier atmosphere: All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law.

Regional Fundraising Specialist

Sources of interviewees

2 APM Careers Website

2 Employee Referral

2 Minnesota Council of Nonprofits

1 ZipRecruiter Organic

1 Association of Fundraising Professionals

American Public Media

Job Ad Tracking Report

Secure

https://admin.applicantpro.com/reports/report/?report=ad_tracking&id=2134

Apps

New Tab

Activenet

Bookmarks

InfoServer/Wiki

linkedin-diversity-hir

Paid Job Boards

No paid job board results

Automated Job Boards

	Date Posted	Requested By	Job ID	Job Title	Department	Job Start Date	Job Board Name	Amount
1.	20-Jul-2017 16:04:43 MST	Vikki Kerkler	609767	Regional Fundraising Specialist #110-18	Minnesota Public Radio - MPR, Audience Development, Membership - 14ED	20-Jul-2017	Beyond Organic	Free
2.	20-Jul-2017 16:04:43 MST	Vikki Kerkler	609767	Regional Fundraising Specialist #110-18	Minnesota Public Radio - MPR, Audience Development, Membership - 14ED	20-Jul-2017	Indeed Organic	Free
3.	20-Jul-2017 16:04:43 MST	Vikki Kerkler	609767	Regional Fundraising Specialist #110-18	Minnesota Public Radio - MPR, Audience Development, Membership - 14ED	20-Jul-2017	ZipRecruiter Organic	Free
4.	20-Jul-2017 16:04:43 MST	Vikki Kerkler	609767	Regional Fundraising Specialist #110-18	Minnesota Public Radio - MPR, Audience Development, Membership - 14ED	20-Jul-2017	US Jobs	Free
5.	20-Jul-2017 16:04:43 MST	Vikki Kerkler	609767	Regional Fundraising Specialist #110-18	Minnesota Public Radio - MPR, Audience Development, Membership - 14ED	20-Jul-2017	Trovit	Free
6.	20-Jul-2017 16:04:43 MST	Vikki Kerkler	609767	Regional Fundraising Specialist #110-18	Minnesota Public Radio - MPR, Audience Development, Membership - 14ED	20-Jul-2017	SimplyHired	Free
7.	20-Jul-2017 16:04:43 MST	Vikki Kerkler	609767	Regional Fundraising Specialist #110-18	Minnesota Public Radio - MPR, Audience Development, Membership - 14ED	20-Jul-2017	Regional Help Wanted Organic	Free
8.	20-Jul-2017 16:04:43 MST	Vikki Kerkler	609767	Regional Fundraising Specialist #110-18	Minnesota Public Radio - MPR, Audience Development, Membership - 14ED	20-Jul-2017	Recruit.net	Free
9.	20-Jul-2017 16:04:43 MST	Vikki Kerkler	609767	Regional Fundraising Specialist #110-18	Minnesota Public Radio - MPR, Audience Development, Membership - 14ED	20-Jul-2017	Oodle.com	Free
10.	20-Jul-2017 16:04:43 MST	Vikki Kerkler	609767	Regional Fundraising Specialist #110-18	Minnesota Public Radio - MPR, Audience Development, Membership - 14ED	20-Jul-2017	Monster Controlled (USA Only)	Free
11.	20-Jul-2017 16:04:43 MST	Vikki Kerkler	609767	Regional Fundraising Specialist #110-18	Minnesota Public Radio - MPR, Audience Development, Membership - 14ED	20-Jul-2017	JuJu.com (USA Only)	Free
12.	20-Jul-2017 16:04:43 MST	Vikki Kerkler	609767	Regional Fundraising Specialist #110-18	Minnesota Public Radio - MPR, Audience Development, Membership - 14ED	20-Jul-2017	Jooble	Free
13.	20-Jul-2017 16:04:43 MST	Vikki Kerkler	609767	Regional Fundraising Specialist #110-18	Minnesota Public Radio - MPR, Audience Development, Membership - 14ED	20-Jul-2017	JobBoost	Free
14.	20-Jul-2017 16:04:43 MST	Vikki Kerkler	609767	Regional Fundraising Specialist #110-18	Minnesota Public Radio - MPR, Audience Development, Membership - 14ED	20-Jul-2017	Job Inventory	Free
15.	20-Jul-2017 16:04:43 MST	Vikki Kerkler	609767	Regional Fundraising Specialist #110-18	Minnesota Public Radio - MPR, Audience Development, Membership - 14ED	20-Jul-2017	Glassdoor.com	Free
16.	20-Jul-2017 16:04:43 MST	Vikki Kerkler	609767	Regional Fundraising Specialist #110-18	Minnesota Public Radio - MPR, Audience Development, Membership - 14ED	20-Jul-2017	Indeed Organic	Free

Position Summary:

The Regional Fundraising Specialist is responsible for the coordination & execution of Minnesota Public Radio's regional fundraising campaigns across our three main services: MPR News, Classical MPR, and The Current. This position will primarily focus on on-air drives and similar activities to acquire new Members and to promote the value of Membership to existing Members. MPR's Membership strategies require more concerted efforts on-air and through other channels to convert listeners into new Members, and to work with our stations to create drives and engagement opportunities that are organic to, and complement, our respected programming rather than interrupt it.

With the Manager of Regional Fundraising, who this position reports to, they will schedule promotions and staff, write promotional messaging and copy for multiple channels: on-air and on-demand, digital tools including MPR's web sites, social media, apps and external digital entities. This role will also oversee strategies for new Member acquisition and service for existing Members at outreach & engagement events including such as Rock the Garden and The Minnesota State Fair. With the Manager of Regional Fundraising, this role oversees premium strategy and development. They will also participate in Membership Campaign Planning, reporting and analysis, and other Membership duties as assigned.

Application deadline is August 4, 2017

Position Responsibility:

- In collaboration with the Manager of Regional Fundraising, manage on-air fundraising activities to meet or exceed defined revenue goals in the Membership Department budget.
- Coordinate with other internal departments to ensure effective and efficient use of resources, including Development Operations, Member & Audience Services, Finance, Philanthropic Development, Digital and Content.
- Manage Membership Department calendar to ensure coordination and alignment across channels, and with other departments.
- Develop fundraising and engagement copy for use across channels, including on-air, email, etc.
- With Mid-Level Membership Specialist and Marketing Team, oversee Membership presence at events including State Fair, Rock the Garden and other key events and sponsorships.
- Implement fundraising strategies that specifically relate to fund drives including:
 - Staff and volunteer recruitment, scheduling and management
 - Message management
 - Goal reporting and achievement
 - Internal communications
- With the Manager of Regional Fundraising and the Reporting and Development Operations team, create and maintain reports to measure success of campaigns and the program overall.

- Manage premium strategies within budget for on-air fundraising campaigns.
- Other duties as assigned.

Required Education and Experience:

- Bachelor's degree or equivalent work experience.
- Minimum of 3 years' experience in public media or equivalent fundraising experience.

Required Skills, Knowledge and Abilities:

- Demonstrated ability to, and prior success in, leading public media fund drives including evaluations, timelines, budgets and benchmarks.
- Demonstrated ability to manage events or other large-scale deadline dependent projects.
- Effective oral and written communication skills.
- Well-developed collaboration skills to work with cross-functional teams.
- Demonstrated track record in meeting financial goals and developing strategies to maximize resources.
- Ability to multi-task in a deadline-driven environment, and to manage own time and schedules
- High energy, positive attitude, and a demonstrated ability to deliver results on-time and on-budget.
- Strong attention to detail.
- Must be open to working evenings and weekends as needed (specifically during Member Drives and Special Events).
- Demonstrated proficiency in Word, Excel, and internet-based software.
- Affinity for Public Radio/MPR Programming.
- Desire to learn.
- Passion for and understanding of the MPR Mission, Vision & Values.

Preferred Skills and Experience:

- Basic HTML knowledge.
- Basic Photoshop skills.
- Media or non-profit experience.

Reporting to This Position: Interns/Part-time/Seasonal workers for Member Drives & Events

Physical Demands and Working Conditions:

- Must be able to perform the essential duties of the position with or without reasonable accommodation
- Physical Demands: Required to walk, sit, and stand; reach with hands and arms; balance, stoop, kneel, or crouch; Frequent use of hands for data entry/keystrokes and simple grasping.
- Working Conditions: Moderate noise level, occasional exposure to prevalent weather conditions.

Diversity creates a healthier atmosphere: All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law.

Digital Producer, Climate & Environment

Sources of Interviewees

5 Indeed

1 Refer.io

6 APM Careers Website

7 Employee Referral

1 Twitter

American Public Media

Job Ad Tracking Report

Secure

https://admin.applicantpro.com/reports/report/?report=ad_tracking&id=2134

Apps

New Tab

Activenet

Bookmarks

InfoServerWiki

linkedin-diversity-hin

Paid Job Boards

No paid job board results

Automated Job Boards

	Date Posted	Requested By	Job ID	Job Title	Department	Job Start Date	Job Board Name	Amount
1.	16-Aug-2017 09:37:39 MST	Ana Dapuetto	624234	Digital Producer, Climate & Environment - MPR News #126-18	Minnesota Public Radio - MPR News, Newsroom - 17HB	16-Aug-2017	Beyond Organic	Free
2.	16-Aug-2017 09:37:39 MST	Ana Dapuetto	624234	Digital Producer, Climate & Environment - MPR News #126-18	Minnesota Public Radio - MPR News, Newsroom - 17HB	16-Aug-2017	Indeed Organic	Free
3.	16-Aug-2017 09:37:39 MST	Ana Dapuetto	624234	Digital Producer, Climate & Environment - MPR News #126-18	Minnesota Public Radio - MPR News, Newsroom - 17HB	16-Aug-2017	ZipRecruiter Organic	Free
4.	16-Aug-2017 09:37:39 MST	Ana Dapuetto	624234	Digital Producer, Climate & Environment - MPR News #126-18	Minnesota Public Radio - MPR News, Newsroom - 17HB	16-Aug-2017	US Jobs	Free
5.	16-Aug-2017 09:37:39 MST	Ana Dapuetto	624234	Digital Producer, Climate & Environment - MPR News #126-18	Minnesota Public Radio - MPR News, Newsroom - 17HB	16-Aug-2017	Trovit	Free
6.	16-Aug-2017 09:37:39 MST	Ana Dapuetto	624234	Digital Producer, Climate & Environment - MPR News #126-18	Minnesota Public Radio - MPR News, Newsroom - 17HB	16-Aug-2017	SimplyHired	Free
7.	16-Aug-2017 09:37:39 MST	Ana Dapuetto	624234	Digital Producer, Climate & Environment - MPR News #126-18	Minnesota Public Radio - MPR News, Newsroom - 17HB	16-Aug-2017	Regional Help Wanted Organic	Free
8.	16-Aug-2017 09:37:39 MST	Ana Dapuetto	624234	Digital Producer, Climate & Environment - MPR News #126-18	Minnesota Public Radio - MPR News, Newsroom - 17HB	16-Aug-2017	Recruit.net	Free
9.	16-Aug-2017 09:37:39 MST	Ana Dapuetto	624234	Digital Producer, Climate & Environment - MPR News #126-18	Minnesota Public Radio - MPR News, Newsroom - 17HB	16-Aug-2017	Oodle.com	Free
10.	16-Aug-2017 09:37:39 MST	Ana Dapuetto	624234	Digital Producer, Climate & Environment - MPR News #126-18	Minnesota Public Radio - MPR News, Newsroom - 17HB	16-Aug-2017	Monster Controlled (USA Only)	Free
11.	16-Aug-2017 09:37:39 MST	Ana Dapuetto	624234	Digital Producer, Climate & Environment - MPR News #126-18	Minnesota Public Radio - MPR News, Newsroom - 17HB	16-Aug-2017	JuJu.com (USA Only)	Free
12.	16-Aug-2017 09:37:39 MST	Ana Dapuetto	624234	Digital Producer, Climate & Environment - MPR News #126-18	Minnesota Public Radio - MPR News, Newsroom - 17HB	16-Aug-2017	Jooble	Free
13.	16-Aug-2017 09:37:39 MST	Ana Dapuetto	624234	Digital Producer, Climate & Environment - MPR News #126-18	Minnesota Public Radio - MPR News, Newsroom - 17HB	16-Aug-2017	JobBoost	Free
14.	16-Aug-2017 09:37:39 MST	Ana Dapuetto	624234	Digital Producer, Climate & Environment - MPR News #126-18	Minnesota Public Radio - MPR News, Newsroom - 17HB	16-Aug-2017	Job Inventory	Free
15.	16-Aug-2017 09:37:39 MST	Ana Dapuetto	624234	Digital Producer, Climate & Environment - MPR News #126-18	Minnesota Public Radio - MPR News, Newsroom - 17HB	16-Aug-2017	Glassdoor.com	Free
16.	16-Aug-2017 09:37:39 MST	Ana Dapuetto	624234	Digital Producer, Climate & Environment - MPR News #126-18	Minnesota Public Radio - MPR News, Newsroom - 17HB	16-Aug-2017	CareerCentric Organic (US Only)	Free

The Digital Producer will focus on environmental journalism, specifically related to climate and our changing environment. This job produces and manages stories related to climate, daily and on special projects when needed. This is a collaborative role that will work with hosts, editors and reporters in the MPR Newsroom and outside partners. This role will help identify environmental story ideas, will write and produce stories for all digital platforms with the goal of engaging our current audiences and identifying and engaging new audiences.

This is a two-year grant funded position.

This position has a deadline of August 23, 2017

Position Responsibility:

- Edit, manage and optimize the overall presentation of audience-facing assets across MPR News digital platforms.
- Ensure that website and apps are current with the latest climate and environment news.
- Select and place stories from staff, NPR and wire stories and related materials for maximum timeliness, impact and appeal to MPR News audiences.
- Engage audiences with existing content and in ways that will help inform future story selection.
- Moderate and guide discussions on digital platforms.
- Set and communicate digital strategy and needs for the day in collaboration with the newsroom and outside partners.
- Write, edit and produce stories, headlines, photos, captions, audio, graphics, social media content, digital engagement on mobile, text, email and other elements as required; direct and set priorities for other producers and story editors during the day. Follow through to ensure all assignments are complete.
- Monitor audience analytics and social media trends throughout the day -- Chartbeat, Google Analytics, BuzzSumo, Facebook Signal, Google Trends and others -- to inform big-picture story assignment and selection thinking. Report out actionable numbers trends to appropriate stakeholders; evangelize and support newsroom understanding.

Required Education and Experience:

- Bachelor's degree in journalism or similar field or equivalent experience.
- 5 years' experience in writing, editing and producing in a digital news environment.

Required Skills, Knowledge and Abilities:

- Demonstrated ability to work independently and frequently without direct supervision.

- Demonstrated fluency with standard content management systems (proprietary, WordPress, Drupal, or equiv.)
- Demonstrated fluency in HTML, Adobe Photoshop (or equiv.), Microsoft Office (or equiv.), Google Apps (maps, spreadsheets, fusion tables or equiv.).
- Superior writing and editing abilities in a news environment, along with a thorough grounding in AP style and principles of SEO and SMO.
- Demonstrated and effective presence on social media including but not limited to Facebook, Twitter, Instagram and desktop apps (HootSuite or equiv.)

Preferred Skills and Experience:

- Facility with video production
- Fluency in Spanish, Hmong or east African languages

Reporting To This Position: None

Physical Demands and Working Conditions:

- Must be able to perform the essential duties of the position with or without reasonable accommodation
- Physical Demands:
 - Required to move about in an office environment and sit for extended periods of time
 - Required to move about in the community
 - Frequent use of hands for data entry/keystrokes and simple grasping.
- Working Conditions:
 - Moderate noise level
 - Occasional exposure to prevalent weather conditions.

Diversity creates a healthier atmosphere: All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law.

Membership Project Specialist

Sources of Interviewees

- 1 Refer.io
- 2 Minnesota Council of Nonprofits
- 5 Employee Referral
- 1 APM Careers Website

Paid Job Boards									
	Date Posted	Requested By	Job ID	Job Title	Department	Job Start Date	Job Board Name	Amount	Job Board Email
1.	28-Aug-2017 09:38:24 MST	Vikki Krekler	627201	Membership Project Specialist #131-18	Minnesota Public Radio - MPR, Audience Development, Membership - 14ED	22-Aug-2017	Minnesota Council for Nonprofits	\$0.00	
								Total:	\$0.00
Automated Job Boards									
	Date Posted	Requested By	Job ID	Job Title	Department	Job Start Date	Job Board Name	Amount	
1.	22-Aug-2017 10:24:32 MST	Vikki Krekler	627201	Membership Project Specialist #131-18	Minnesota Public Radio - MPR, Audience Development, Membership - 14ED	22-Aug-2017	Job Inventory	Free	
2.	22-Aug-2017 10:24:32 MST	Vikki Krekler	627201	Membership Project Specialist #131-18	Minnesota Public Radio - MPR, Audience Development, Membership - 14ED	22-Aug-2017	Indeed Organic	Free	
3.	22-Aug-2017 10:24:32 MST	Vikki Krekler	627201	Membership Project Specialist #131-18	Minnesota Public Radio - MPR, Audience Development, Membership - 14ED	22-Aug-2017	ZipRecruiter Organic	Free	
4.	22-Aug-2017 10:24:32 MST	Vikki Krekler	627201	Membership Project Specialist #131-18	Minnesota Public Radio - MPR, Audience Development, Membership - 14ED	22-Aug-2017	US Jobs	Free	
5.	22-Aug-2017 10:24:32 MST	Vikki Krekler	627201	Membership Project Specialist #131-18	Minnesota Public Radio - MPR, Audience Development, Membership - 14ED	22-Aug-2017	Trovit	Free	
6.	22-Aug-2017 10:24:32 MST	Vikki Krekler	627201	Membership Project Specialist #131-18	Minnesota Public Radio - MPR, Audience Development, Membership - 14ED	22-Aug-2017	SimplyHired	Free	
7.	22-Aug-2017 10:24:32 MST	Vikki Krekler	627201	Membership Project Specialist #131-18	Minnesota Public Radio - MPR, Audience Development, Membership - 14ED	22-Aug-2017	Regional Help Wanted Organic	Free	
8.	22-Aug-2017 10:24:32 MST	Vikki Krekler	627201	Membership Project Specialist #131-18	Minnesota Public Radio - MPR, Audience Development, Membership - 14ED	22-Aug-2017	Recruit.net	Free	
9.	22-Aug-2017 10:24:32 MST	Vikki Krekler	627201	Membership Project Specialist #131-18	Minnesota Public Radio - MPR, Audience Development, Membership - 14ED	22-Aug-2017	Oodlo.com	Free	
10.	22-Aug-2017 10:24:32 MST	Vikki Krekler	627201	Membership Project Specialist #131-18	Minnesota Public Radio - MPR, Audience Development, Membership - 14ED	22-Aug-2017	Monster Controlled (USA Only)	Free	
11.	22-Aug-2017 10:24:32 MST	Vikki Krekler	627201	Membership Project Specialist #131-18	Minnesota Public Radio - MPR, Audience Development, Membership - 14ED	22-Aug-2017	JuJu.com (USA Only)	Free	
12.	22-Aug-2017 10:24:32 MST	Vikki Krekler	627201	Membership Project Specialist #131-18	Minnesota Public Radio - MPR, Audience Development, Membership - 14ED	22-Aug-2017	Jooble	Free	
13.	22-Aug-2017 10:24:32 MST	Vikki Krekler	627201	Membership Project Specialist #131-18	Minnesota Public Radio - MPR, Audience Development, Membership - 14ED	22-Aug-2017	JobBoost	Free	
14.	22-Aug-2017 10:24:32 MST	Vikki Krekler	627201	Membership Project Specialist #131-18	Minnesota Public Radio - MPR, Audience Development, Membership - 14ED	22-Aug-2017	Boyard Organic	Free	

Position Summary

The Membership team at MPR is looking for a creative, highly organized and enthusiastic individual to help us improve our program. As our new Project Specialist, you'll have responsibility for several key areas of both our successful regional Membership program and our rapidly-growing fundraising for National programs from American Public Media.

This position will work with our team and others throughout the organization to execute Member events, manage our relationships with vendors, and execute digital campaigns and services. They'll work closely with our Marketing, Events, Digital, and Development Operations teams, making sure that projects are managed and communicated to all, and working to improve how we work together.

This position will also be a key point of contact for our team as we work with an external vendor to transition to a new online fundraising platform.

Application deadline is September 11, 2017

Specific Areas of Responsibility

- Coordination, planning and assistance with Membership presence and service for events, including larger events such as the State Fair, Rock the garden and others, as well as smaller events and those with partner organizations. Plan staff and other volunteers to staff events as needed.
- Premium/thank you gift management, including inventory, ordering, relationship with our warehouse vendor and our merchandise department.
- Project Manager for key projects with our Creative Services and Digital Products teams.
- Management of our Member benefits and discounts program.
- Proofreading and other creative input.
- Pitch producing for on-air Member drives, and additional support for drive activities, including coordination of volunteers and staff to assist drives.
- Serve as a key coordinator and point of contact for Membership for the business development of new platforms, including a replacement for our current online giving tool.
- Tracking of vendor relationships and contracts, state regulatory documentation and reporting, and other legal issues.
- Assist the Audience Development administrators in financial issues as needed.
- Work with our IT and Development Operation departments to ensure the confidentiality and privacy of donor information.
- Tracks and coordinates fundraising communications from Membership, Major Giving and others (including emails, on-air inventory, DM and others).
- Works with digital tools and systems, including our online donation platform, email systems, project management tools and social media platforms as a part of campaigns for all of our channels.
- Collects and analyzes reporting for external research partners such as Blackbaud/Target Analytics industry benchmarks.

- Other duties as assigned.

Required Education and Experience:

- Bachelor's degree or equivalent work experience.
- At least two years of work with digital platforms (including email, web and social media), including familiarity with digital production.

Required Skills, Knowledge and Abilities:

- Ability to manage multiple projects simultaneously, prioritize responsibilities and goals, communicate with precision and clarity, motivate others and enlist them to meet goals.
- Ability to work independently and with good judgement.
- Project management and business planning experience.
- Strong organizational skills, ability to prioritize and work under pressure.
- Working knowledge of databases and financial systems.
- Knowledge of MS Office Suite.
- Strong attention to detail.

Preferred Skills and Experience:

- Prior experience in fundraising.
- Affinity for public radio programs and mission.
- Background in media and/or digital communications.

Reporting to This Position: N/A

Physical Demands and Working Conditions:

- Must be able to perform the essential duties of the position with or without reasonable accommodation.
- May occasionally be required to work evenings and weekends as needed.
- Physical Demands:
 - Required to move about in an office environment and sit for extended periods of time.
 - Frequent use of hands for data entry/keystrokes and simple grasping.
- Working Conditions:

- Moderate noise level.

Diversity creates a healthier atmosphere: All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law.

National Fundraising Manager

Sources of Interviewees

1 Employee Referral

1 APM Careers Website

1 Glassdoor

1 Minnesota Council of
Nonprofits

Paid Job Boards									
	Date Posted	Requested By	Job ID	Job Title	Department	Job Start Date	Job Board Name	Amount	Job Board Email
1.	29-Aug-2017 09:43:40 MST	Vikki Kerkler	622965	National Fundraising Manager #121-18	Minnesota Public Radio - MPR, Audience Development, Communications - 14EA	14-Aug-2017	University of Minnesota	\$0.00	
2.	29-Aug-2017 09:38:25 MST	Vikki Kerkler	622965	National Fundraising Manager #121-18	Minnesota Public Radio - MPR, Audience Development, Communications - 14EA	14-Aug-2017	Minnesota Council for Nonprofits	\$0.00	
3.	28-Aug-2017 13:07:22 MST	Vikki Kerkler	622965	National Fundraising Manager #121-18	Minnesota Public Radio - MPR, Audience Development, Communications - 14EA	14-Aug-2017	NAACP	\$0.00	tillmannaacp@aol.com
								Total:	\$0.00
Automated Job Boards									
	Date Posted	Requested By	Job ID	Job Title	Department	Job Start Date	Job Board Name	Amount	
1.	14-Aug-2017 13:54:03 MST	Ana Dapuetto	622965	National Fundraising Manager #121-18	Minnesota Public Radio - MPR, Audience Development, Communications - 14EA	14-Aug-2017	Beyond Organic	Free	
2.	14-Aug-2017 13:54:03 MST	Ana Dapuetto	622965	National Fundraising Manager #121-18	Minnesota Public Radio - MPR, Audience Development, Communications - 14EA	14-Aug-2017	Indeed Organic	Free	
3.	14-Aug-2017 13:54:03 MST	Ana Dapuetto	622965	National Fundraising Manager #121-18	Minnesota Public Radio - MPR, Audience Development, Communications - 14EA	14-Aug-2017	ZipRecruiter Organic	Free	
4.	14-Aug-2017 13:54:03 MST	Ana Dapuetto	622965	National Fundraising Manager #121-18	Minnesota Public Radio - MPR, Audience Development, Communications - 14EA	14-Aug-2017	US Jobs	Free	
5.	14-Aug-2017 13:54:03 MST	Ana Dapuetto	622965	National Fundraising Manager #121-18	Minnesota Public Radio - MPR, Audience Development, Communications - 14EA	14-Aug-2017	Trovit	Free	
6.	14-Aug-2017 13:54:03 MST	Ana Dapuetto	622965	National Fundraising Manager #121-18	Minnesota Public Radio - MPR, Audience Development, Communications - 14EA	14-Aug-2017	SimplyHired	Free	
7.	14-Aug-2017 13:54:03 MST	Ana Dapuetto	622965	National Fundraising Manager #121-18	Minnesota Public Radio - MPR, Audience Development, Communications - 14EA	14-Aug-2017	Regional Help Wanted Organic	Free	
8.	14-Aug-2017 13:54:03 MST	Ana Dapuetto	622965	National Fundraising Manager #121-18	Minnesota Public Radio - MPR, Audience Development, Communications - 14EA	14-Aug-2017	Recruit.net	Free	
9.	14-Aug-2017 13:54:03 MST	Ana Dapuetto	622965	National Fundraising Manager #121-18	Minnesota Public Radio - MPR, Audience Development, Communications - 14EA	14-Aug-2017	Oodle.com	Free	
10.	14-Aug-2017 13:54:03 MST	Ana Dapuetto	622965	National Fundraising Manager #121-18	Minnesota Public Radio - MPR, Audience Development, Communications - 14EA	14-Aug-2017	Monster Controlled (USA Only)	Free	
11.	14-Aug-2017 13:54:03 MST	Ana Dapuetto	622965	National Fundraising Manager #121-18	Minnesota Public Radio - MPR, Audience Development, Communications - 14EA	14-Aug-2017	JuJu.com (USA Only)	Free	
12.	14-Aug-2017 13:54:03 MST	Ana Dapuetto	622965	National Fundraising Manager #121-18	Minnesota Public Radio - MPR, Audience Development, Communications - 14EA	14-Aug-2017	Jooble	Free	

Position Summary

The National Fundraising Manager will be responsible for designing and executing ambitious, innovative campaigns to provide listener support for APM's expanding list of podcasts and national programs, such as *Brains On!*, the Peabody award winning *In the Dark*, *Marketplace*, *Terrible Thanks for Asking*, *The Hilarious World of Depression* and more. You will acquire and retain the support of listeners using both traditional fundraising and engagement programs, fan clubs, crowdfunding, mobile and other tactics.

Podcasts and other streaming programming are a rapidly-expanding medium, producing innovative programming reaching new audiences. Fundraising for these programs needs to reflect that innovation, and this position has potential to both raise significant revenue and create brand-new models for the entire industry.

Working in conjunction with another National Fundraising Manager, the MPR Membership team, show producers, Development Operations, Distribution and others, this position will build and maintain fundraising efforts including an ongoing fundraising infrastructure and practice, retention and acquisition campaigns, and loyalty programs. With the shows and their Marketing efforts, we will create engagement opportunities beyond the programs and podcasts to build and reward loyalty, create extra value for donors, and build communities of fans and supporters.

Applications will now open until the position is filled

Specific Areas of Responsibility

In addition to a selection of podcasts and programs from APM's award-winning roster, this position will serve as the main contact with the Marketplace team in Los Angeles, especially the Director of Development and the COO, and will help create and execute ongoing fundraising efforts for this set of programs.

This employee is also responsible for fundraising for *In the Dark* and other programs from APM Reports, our investigative journalism unit. They will work with the *In the Dark* team to explore and model other revenue and business opportunities, including Distribution, Underwriting, Events and more.

Channels will include in-show promotions, email, e-newsletters, web-based promotions, web forms, mobile donations, social media, live events, crowdfunding and other digital media. Some use of thank-you gifts and live events will be a part of programs to foster and build revenue from loyal fans.

This position is a part of the APM/MPR Membership team and the Audience Development division, based in St. Paul MN.

Position Responsibility:

- In consultation with the Director of Membership and individual program producers, staff and hosts, execute integrated, multi-channel fundraising, acknowledgment, and fulfillment campaigns to meet or exceed annual revenue and donor goals.
- Work closely with program staff to develop and produce messaging, including digital and audio elements. Monitor deployment and adjust as necessary to maximize response.
- Coordinate with Development Operations and Finance teams to ensure accuracy of donation process, and reporting team to analyze and report on campaigns.
- Assist in communication about fundraising practices and in setting up new programs and podcasts.
- Work with Membership team and digital Program teams to create fundraising messages as a part of standard communications.
- For selected shows, develop and deploy ongoing, high-loyalty programs that leverage the depth of fan support to higher and more regular giving.
- Work with Marketplace team in Los Angeles to develop and execute ongoing and campaign-based programs to build loyalty, gather listener information, and raise a significantly elevated amount of donated revenue.
- Work with *In the Dark* (APM Reports) team to conduct business planning for revenue growth, including fundraising, underwriting, distribution, events and more. Assist with digital and other channels to build loyalty and listener engagement.
- Work with major gifts team to identify prospects for higher-level giving, and design programs to help nurture and engage high-prospect supporters.
- Other duties as assigned.

Required Education and Experience:

- Bachelor's degree or equivalent work experience.
- At least five years of Fundraising, Marketing, or Promotion for cultural or similar nonprofit organizations, including alternative platforms such as crowdfunding, peer-to-peer, and loyalty-based fundraising.
- At least three years of work with digital platforms (including email, web and social media), including familiarity with digital production.

Required Skills, Knowledge and Abilities:

- Deep appreciation for, and knowledge of, podcasting as a medium and a business.
- Well-developed collaboration and presentation skills to work with many cross-functional teams.
- Ability to manage multiple projects simultaneously, prioritize responsibilities and goals, communicate with precision and clarity, motivate others and enlist them to meet goals.
- Ability to work independently and with good judgement.
- Creativity, willingness to innovate and test, and create data-driven experiments.
- Project management and business planning experience.
- Working knowledge of databases and financial systems.

- Knowledge of MS Office Suite.
- Strong attention to detail.
- Strong verbal presentation and writing skills.
- Strong organizational skills, ability to prioritize and work under pressure.
- Strong coordination and planning skills.

Preferred Skills and Experience:

- Prior experience in fundraising or revenue generation for podcasts or other on-demand audio.
- Familiarity with digital production, including web sites, email systems, and social media platforms.
- Affinity for public radio programs and mission.
- Background in radio or audio production.
- Experience with loyalty-type retention and reward programs.
- CRM system experience.
- Marketing or communications experience.

Reporting to This Position: N/A

Physical Demands and Working Conditions:

- Must be able to perform the essential duties of the position with or without reasonable accommodation.
- May occasionally be required to work evenings and weekends as needed.
- Some travel (3-4 times/year) may be required.
- Physical Demands:
 - Required to move about in an office environment and sit for extended periods of time.
 - Frequent use of hands for data entry/keystrokes and simple grasping.
- Working Conditions:
 - Moderate noise level.
 - Occasional exposure to prevalent weather conditions.

Diversity creates a healthier atmosphere: All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law.

Senior Digital Producer, Classical Music

Sources of Interviewees

3 APM Careers Website

1 Word of Mouth

1 Employee Referral

4 Indeed

Paid Job Boards									
	Date Posted	Requested By	Job ID	Job Title	Department	Job Start Date	Job Board Name	Amount	Job Board Email
1.	21-Jun-2017 16:29:13 MST	Vikki Krokler	593497	Senior Digital Producer, Classical Music #250-17	Minnesota Public Radio - MPR, Digital Media, Digital Content - 23ND	20-Jun-2017	TV and Radio Jobs	\$0.00	
2.	21-Jun-2017 08:31:59 MST	Vikki Krokler	593497	Senior Digital Producer, Classical Music #250-17	Minnesota Public Radio - MPR, Digital Media, Digital Content - 23ND	20-Jun-2017	NAACP	\$0.00	tillmannaacp@aol.com
								Total: \$0.00	
Automated Job Boards									
	Date Posted	Requested By	Job ID	Job Title	Department	Job Start Date	Job Board Name	Amount	
1.	21-Jun-2017 08:31:02 MST	Vikki Krokler	593497	Senior Digital Producer, Classical Music #250-17	Minnesota Public Radio - MPR, Digital Media, Digital Content - 23ND	20-Jun-2017	US Jobs	Free	
2.	21-Jun-2017 08:31:02 MST	Vikki Krokler	593497	Senior Digital Producer, Classical Music #250-17	Minnesota Public Radio - MPR, Digital Media, Digital Content - 23ND	20-Jun-2017	Recruit.net	Free	
3.	21-Jun-2017 08:31:02 MST	Vikki Krokler	593497	Senior Digital Producer, Classical Music #250-17	Minnesota Public Radio - MPR, Digital Media, Digital Content - 23ND	20-Jun-2017	Monster Controlled (USA Only)	Free	
4.	21-Jun-2017 08:31:02 MST	Vikki Krokler	593497	Senior Digital Producer, Classical Music #250-17	Minnesota Public Radio - MPR, Digital Media, Digital Content - 23ND	20-Jun-2017	Jooble	Free	
5.	21-Jun-2017 08:31:02 MST	Vikki Krokler	593497	Senior Digital Producer, Classical Music #250-17	Minnesota Public Radio - MPR, Digital Media, Digital Content - 23ND	20-Jun-2017	Job Inventory	Free	
6.	21-Jun-2017 08:31:02 MST	Vikki Krokler	593497	Senior Digital Producer, Classical Music #250-17	Minnesota Public Radio - MPR, Digital Media, Digital Content - 23ND	20-Jun-2017	Twitter JobVatch (USA only)	Free	
7.	21-Jun-2017 08:31:02 MST	Vikki Krokler	593497	Senior Digital Producer, Classical Music #250-17	Minnesota Public Radio - MPR, Digital Media, Digital Content - 23ND	20-Jun-2017	Oodle.com	Free	
8.	21-Jun-2017 08:31:02 MST	Vikki Krokler	593497	Senior Digital Producer, Classical Music #250-17	Minnesota Public Radio - MPR, Digital Media, Digital Content - 23ND	20-Jun-2017	JuJu.com (USA Only)	Free	
9.	21-Jun-2017 08:31:02 MST	Vikki Krokler	593497	Senior Digital Producer, Classical Music #250-17	Minnesota Public Radio - MPR, Digital Media, Digital Content - 23ND	20-Jun-2017	Trovit	Free	
10.	21-Jun-2017 08:31:02 MST	Vikki Krokler	593497	Senior Digital Producer, Classical Music #250-17	Minnesota Public Radio - MPR, Digital Media, Digital Content - 23ND	20-Jun-2017	JobBoost	Free	
11.	21-Jun-2017 08:31:02 MST	Vikki Krokler	593497	Senior Digital Producer, Classical Music #250-17	Minnesota Public Radio - MPR, Digital Media, Digital Content - 23ND	20-Jun-2017	Glassdoor.com	Free	
12.	21-Jun-2017 08:31:02 MST	Vikki Krokler	593497	Senior Digital Producer, Classical Music #250-17	Minnesota Public Radio - MPR, Digital Media, Digital Content - 23ND	20-Jun-2017	SimplyHired	Free	
13.	21-Jun-2017 08:31:02 MST	Vikki Krokler	593497	Senior Digital Producer, Classical Music #250-17	Minnesota Public Radio - MPR, Digital Media, Digital Content - 23ND	20-Jun-2017	ZipRecruiter Organic	Free	

Position Summary:

Do visions of musical notes and Facebook, mobile and YouTube all fill your head at the same time? For the Senior Digital Producer of Classical Music, they do.

The Sr Digital Producer of Classical Music is responsible for driving growth for the classical properties at American Public Media, specifically focusing on expanding Your Classical.org's digital reach while also ensuring the operational excellence for Classical MPR. As an expert user of digital tools and platforms, this role will lead the implementation of the content strategy across social, web, newsletters, video and podcasting. This person will bring an analytic mindset to the work, regularly updating project leads about performance and areas for improvement.

The Sr Digital Producer regularly collaborates with others throughout the organization. They work with colleagues in the classical division to make outstanding content that reaches the most people possible, and they work with Digital Products and Platform team to maintain and build class-leading digital products across multiple channels.

The Senior Producer functions in a matrix organizational structure, working with multiple leaders making it critical to collaborate and coordinate all efforts and ensure all work aligns to our goals. The goals of the Senior Producer are established working with the Chief Digital Officer, the General Manager of Minnesota Public Radio and head of the music services, and the Managing Director for Classical Music.

Application deadline: July 8, 2017

Position Responsibility:

- Align digital activities to classical business plan and company strategic plan.
- Develop and execute plans for content to meet audience growth goals.
- Oversee day-to-day scheduling and posting of content on web, social, newsletter, platforms.
- Tracks real-time and daily estimates of analytics on all platforms, respond with necessary changes.
- Write, produce and edit highly shareable content for digital platforms.
- Establish expectations and support for social media activities.
- Monitor short and long range performance of content projects, advises on investing or stopping activity.
- Plan work to meet short- and long-term goals and objectives.
- Be watchful and report on trends in digital activity and tailor plans to a changing landscape.
- Respond to business & partner needs.
- Hire, supervise, train and manage direct staff through coaching, mentorship, performance meetings and on-going feedback. Involve HR on performance issues as needed.

- Foster a creative and productive work environment. Create development opportunities and individualized development plans for staff and training to enhance skills and foster growth.
- Other duties as assigned.

Required Education and Experience:

- Bachelor's degree or equivalent work experience in web production, multimedia, communications or related field.
- 5-7 years of experience with 1-2 years in a leadership role. Experience should include web production, several years of online experience.
- Experience and background in content creation and development, including writing, multimedia production and editing.
- A minimum of one year of team management experience.
- Prior experience bringing projects from ideation to completion in newsrooms.
- Prior experience using digital tools to engage existing and new audiences.

Required Skills, Knowledge and Abilities:

- Effective communication and collaboration, project planning, team building in a matrix organization, embracing and leading change, and developing new ways to engage audiences around music and cultural programming through digital channels.
- Strong team player who is an excellent communicator that is capable of articulating goals and tactics for making the digital channels successful.
- A strong ability to work independently.
- Ability to think and plan strategically - develop big picture plans while also being able to execute and manage the work to bring the plans to life. Track record of leading multiple projects.
- Highly-motivated and experienced with a track record of online innovation in all areas ranging from content to community to technology.
- Solid understanding and proven competency in standard web production tools.
- Proven abilities to conceive, plan, and execute complex projects in a deadline-driven environment.
- Understanding of and passion for the social media universe including Facebook, Twitter, YouTube, Instagram, etc. A belief in the power of the web, social media and mobile technologies to engage audiences.
- Experience with video, including posting to YouTube and maximizing a YouTube audience.
- Ability to build and maintain relationships, work well with other producers, on-air hosts and technology members.
- Proven ability to act and communicate effectively and create a transparent environment.
- Outstanding interpersonal and communications (oral and written) skills.
- Demonstrated ability to work in a team environment and to be a self-starter.
- Creativity in online design and interactivity, and insight into user perspective.
- Ability to interact with executive and senior leaders of the company in a variety of circumstances.

Preferred Skills and Experience:

- Experience working with musicians, music producers and others
- Knowledge of site analytics tools including Google Analytics
- Best practices for email marketing and social media

Reporting to This Position: No full-time staff. On occasions this person will have interns reporting to them, and it is possible within a year the team will expand to include an associate producer.

Physical Demands and Working Conditions:

- Must be able to perform the essential duties of the position with or without reasonable accommodation
- Physical Demands:
 - Required to move about in an office environment and sit for extended periods of time
 - Required to move about in the community
 - Frequent use of hands for data entry/keystrokes and simple grasping.
 - Required to haul and set-up video equipment both on and off-site
- Working Conditions:
 - Moderate noise level
 - Occasional exposure to prevalent weather conditions.

Diversity creates a healthier atmosphere: All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law.

Salesforce Administrator, CRM

Sources of Interviewees

6 Indeed

3 Glassdoor

1 Minnesota Council of Nonprofits

1 APM Careers Website

4 Linked In

1 Word of Mouth

Paid Job Boards									
	Date Posted	Requested By	Job ID	Job Title	Department	Job Start Date	Job Board Name	Amount	Job Board Email
1.	31-Aug-2017 09:44:09 MST	Vikki Krokler	626893	Salesforce Administrator, CRM #130-18	Minnesota Public Radio - MPR, Technology - Facilities - 240B	21-Aug-2017	Minnesota Council for Nonprofits	\$0.00	
2.	22-Aug-2017 08:37:18 MST	Vikki Krokler	626893	Salesforce Administrator, CRM #130-18	Minnesota Public Radio - MPR, Technology - Facilities - 240B	21-Aug-2017	NAACP	\$0.00	tilmannaacp@aol.com
								Total: \$0.00	
Automated Job Boards									
	Date Posted	Requested By	Job ID	Job Title	Department	Job Start Date	Job Board Name	Amount	
1.	21-Aug-2017 17:19:08 MST	Vikki Krokler	626893	Salesforce Administrator, CRM #130-18	Minnesota Public Radio - MPR, Technology - Facilities - 240B	21-Aug-2017	Beyond Organic	Free	
2.	21-Aug-2017 17:19:08 MST	Vikki Krokler	626893	Salesforce Administrator, CRM #130-18	Minnesota Public Radio - MPR, Technology - Facilities - 240B	21-Aug-2017	Indeed Organic	Free	
3.	21-Aug-2017 17:19:08 MST	Vikki Krokler	626893	Salesforce Administrator, CRM #130-18	Minnesota Public Radio - MPR, Technology - Facilities - 240B	21-Aug-2017	ZipRecruiter Organic	Free	
4.	21-Aug-2017 17:19:08 MST	Vikki Krokler	626893	Salesforce Administrator, CRM #130-18	Minnesota Public Radio - MPR, Technology - Facilities - 240B	21-Aug-2017	US Jobs	Free	
5.	21-Aug-2017 17:19:08 MST	Vikki Krokler	626893	Salesforce Administrator, CRM #130-18	Minnesota Public Radio - MPR, Technology - Facilities - 240B	21-Aug-2017	Trovit	Free	
6.	21-Aug-2017 17:19:08 MST	Vikki Krokler	626893	Salesforce Administrator, CRM #130-18	Minnesota Public Radio - MPR, Technology - Facilities - 240B	21-Aug-2017	SimplyHired	Free	
7.	21-Aug-2017 17:19:08 MST	Vikki Krokler	626893	Salesforce Administrator, CRM #130-18	Minnesota Public Radio - MPR, Technology - Facilities - 240B	21-Aug-2017	Regional Help Wanted Organic	Free	
8.	21-Aug-2017 17:19:08 MST	Vikki Krokler	626893	Salesforce Administrator, CRM #130-18	Minnesota Public Radio - MPR, Technology - Facilities - 240B	21-Aug-2017	Recruit.net	Free	
9.	21-Aug-2017 17:19:08 MST	Vikki Krokler	626893	Salesforce Administrator, CRM #130-18	Minnesota Public Radio - MPR, Technology - Facilities - 240B	21-Aug-2017	Oodle.com	Free	
10.	21-Aug-2017 17:19:08 MST	Vikki Krokler	626893	Salesforce Administrator, CRM #130-18	Minnesota Public Radio - MPR, Technology - Facilities - 240B	21-Aug-2017	Monster Controlled (USA Only)	Free	
11.	21-Aug-2017 17:19:08 MST	Vikki Krokler	626893	Salesforce Administrator, CRM #130-18	Minnesota Public Radio - MPR, Technology - Facilities - 240B	21-Aug-2017	JuJu.com (USA Only)	Free	
12.	21-Aug-2017 17:19:08 MST	Vikki Krokler	626893	Salesforce Administrator, CRM #130-18	Minnesota Public Radio - MPR, Technology - Facilities - 240B	21-Aug-2017	Jooble	Free	
13.	21-Aug-2017 17:19:08 MST	Vikki Krokler	626893	Salesforce Administrator, CRM #130-18	Minnesota Public Radio - MPR, Technology - Facilities - 240B	21-Aug-2017	JobBoost	Free	

We are seeking a Salesforce.com Administrator who will play a key role in helping build and maintain our CRM system on Salesforce.com. This is an excellent career opportunity for a resourceful and creative person to have a major impact on our mission driven, non-profit organization. This tech-savvy individual will work closely with various user departments such as membership, member audience services, underwriting, major giving and digital to solve complex business problems and implement new functionality within our Salesforce system.

The desired candidate will have demonstrated success in working with technology staff and power users and overseeing day-to-day configuration, maintenance and support of the Salesforce environment.

American Public Media is a non-profit, public media organization serving a national radio audience of 17 million and a digital audience of 2 million, which includes over 200,000 donors. We are headquartered in St. Paul, Minnesota but serve operations in Southern California, New York and elsewhere.

Application deadline: March 9, 2016 or until the position is filled

Position Responsibility:

- Act as a subject matter expert to participate in business discussions relating to new functionality, system solutions or other broadly scoped initiatives.
- Gather requirements and document technical specifications.
- Design, configure and implement solutions on Salesforce platform.
- Assist with data migration to/from Salesforce.
- Develop and maintain reports and dashboards.
- Customize Salesforce.com including custom objects and fields, page layouts, reports and dashboards, profiles and sharing rules and workflows and approval processes.
- Evaluate, recommend and implement third party solutions and app exchange packages based on business request or project needs.
- Assist with change set management between development, sandboxes and production Salesforce environment.
- Assist with the creation of training materials and delivery of training to internal teams and users.
- Assist in the creation of user documentation, and maintain ongoing system change documentation.
- Make recommendations to improve efficiencies through development and adoption of best practices and standardized procedures.
- Identify and evaluate new features and functionality related to Winter, Spring and Summer release management providing recommendations for process improvements.
- Support and facilitate testing of new enhancements in alignment with internal business process requirements.
- Provide first level support to teams across the organization including user administration, issue identification, and issue resolution/escalation.
- Troubleshoot and problem solve the issues related to Salesforce environment and App-Exchange applications.
- Primary ownership of security model with meticulous setup and support of profiles, roles, sharing rules, groups, and permission sets.

- Administer CTI integration software for Salesforce integrated contact center software.
- Assist with data maintenance through ongoing data analysis, data deduping and cleanup activities, implementing process improvements to contribute to improved data quality.
- Provide proactive support of user community with regular communication of tips and tricks.
- Other duties as assigned.

Required Education and Experience:

- Bachelor's Degree or equivalent work experience; a degree in computer science, software engineering, information systems or a related technical discipline preferred.
- Five-plus years of information technology experience, preferably in software development.
- Three-plus years as a Salesforce Administrator / Developer.
- Broad experience with one or more CRM deployments.

Required Skills, Knowledge and Abilities:

- Solid understanding of core Sales Cloud functionality.
- Understand complex Salesforce data objects and data models.
- Expertise in configuring Salesforce.com elements including custom objects and fields, page layouts, reports and dashboards, profiles and sharing rules and workflows and approval processes.
- Basic knowledge of (or willingness to learn) Apex and Visualforce for troubleshooting.
- Experience with CRM systems in B2B and B2C environments.
- Experience gathering/documenting business requirements.
- Creative and analytical thinker with strong problem-solving skills.
- Effective communication skills, both oral and written.
- A passion for service and community.

Preferred Skills and Experience:

- Experience with custom development using Visualforce and Apex triggers and classes to solve complex business logic problems a plus.
- SCRUM process experience a plus.
- Experience with integration with automated marketing systems.
- Experience migrating data to/from Salesforce using Dataloader and/or other enterprise tools.
- Experience with New Voice Media, Form Assembly and Cloudingo a plus.

- Salesforce certifications a plus.

Reporting To This Position:

None

Physical Demands and Working Conditions:

- Must be able to perform the essential duties of the position with or without reasonable accommodation.
- Physical Demands:
 - Required to move about in an office environment and sit for extended periods of time
 - Required to move about in the community
 - Frequent use of hands for data entry/keystrokes and simple grasping
- Working Conditions:
 - Moderate noise level
 - Occasional exposure to prevalent weather conditions

Diversity creates a healthier atmosphere: All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law.

Master Control Specialist – Weekend Overnight

Sources of Interviewees

3 Employee Referral

1 Linked In

1 APM Careers Website

1 Google

1 Word of Mouth

Paid Job Boards									
	Date Posted	Requested By	Job ID	Job Title	Department	Job Start Date	Job Board Name	Amount	Job Board Email
1.	28-Aug-2017 10:17:13 MST	Vikki Krekler	626887	Master Control Specialist-Weekend Overnight #129-18	Minnesota Public Radio - MPR, Technology - Broadcast Operations - 240A	21-Aug-2017	University of Minnesota	\$0.00	
2.	28-Aug-2017 10:03:09 MST	Vikki Krekler	626887	Master Control Specialist-Weekend Overnight #129-18	Minnesota Public Radio - MPR, Technology - Broadcast Operations - 240A	21-Aug-2017	TV and Radio Jobs	\$0.00	
3.	25-Aug-2017 14:52:28 MST	Vikki Krekler	626887	Master Control Specialist-Weekend Overnight #129-18	Minnesota Public Radio - MPR, Technology - Broadcast Operations - 240A	21-Aug-2017	Academy of Radio Broadcasting	\$0.00	doreen@arbradio.com
4.	25-Aug-2017 14:52:28 MST	Vikki Krekler	626887	Master Control Specialist-Weekend Overnight #129-18	Minnesota Public Radio - MPR, Technology - Broadcast Operations - 240A	21-Aug-2017	Asian American Journalist Association	\$0.00	maricas@aaaja.com
5.	22-Aug-2017 13:12:06 MST	Vikki Krekler	626887	Master Control Specialist-Weekend Overnight #129-18	Minnesota Public Radio - MPR, Technology - Broadcast Operations - 240A	21-Aug-2017	NAACP	\$0.00	tillmannaacp@aol.com
								Total:	\$0.00
Automated Job Boards									
	Date Posted	Requested By	Job ID	Job Title	Department	Job Start Date	Job Board Name	Amount	
1.	21-Aug-2017 17:00:04 MST	Vikki Krekler	626887	Master Control Specialist-Weekend Overnight #129-18	Minnesota Public Radio - MPR, Technology - Broadcast Operations - 240A	21-Aug-2017	Beyond Organic	Free	
2.	21-Aug-2017 17:00:04 MST	Vikki Krekler	626887	Master Control Specialist-Weekend Overnight #129-18	Minnesota Public Radio - MPR, Technology - Broadcast Operations - 240A	21-Aug-2017	Indeed Organic	Free	
3.	21-Aug-2017 17:00:04 MST	Vikki Krekler	626887	Master Control Specialist-Weekend Overnight #129-18	Minnesota Public Radio - MPR, Technology - Broadcast Operations - 240A	21-Aug-2017	ZipRecruiter Organic	Free	
4.	21-Aug-2017 17:00:04 MST	Vikki Krekler	626887	Master Control Specialist-Weekend Overnight #129-18	Minnesota Public Radio - MPR, Technology - Broadcast Operations - 240A	21-Aug-2017	US Jobs	Free	
5.	21-Aug-2017 17:00:04 MST	Vikki Krekler	626887	Master Control Specialist-Weekend Overnight #129-18	Minnesota Public Radio - MPR, Technology - Broadcast Operations - 240A	21-Aug-2017	Trovit	Free	
6.	21-Aug-2017 17:00:04 MST	Vikki Krekler	626887	Master Control Specialist-Weekend Overnight #129-18	Minnesota Public Radio - MPR, Technology - Broadcast Operations - 240A	21-Aug-2017	SimplyHired	Free	
7.	21-Aug-2017 17:00:04 MST	Vikki Krekler	626887	Master Control Specialist-Weekend Overnight #129-18	Minnesota Public Radio - MPR, Technology - Broadcast Operations - 240A	21-Aug-2017	Regional Help Wanted Organic	Free	
8.	21-Aug-2017 17:00:04 MST	Vikki Krekler	626887	Master Control Specialist-Weekend Overnight #129-18	Minnesota Public Radio - MPR, Technology - Broadcast Operations - 240A	21-Aug-2017	Recruit.net	Free	
9.	21-Aug-2017 17:00:04 MST	Vikki Krekler	626887	Master Control Specialist-Weekend Overnight #129-18	Minnesota Public Radio - MPR, Technology - Broadcast Operations - 240A	21-Aug-2017	Oodle.com	Free	
10.	21-Aug-2017 17:00:04 MST	Vikki Krekler	626887	Master Control Specialist-Weekend Overnight #129-18	Minnesota Public Radio - MPR, Technology - Broadcast Operations - 240A	21-Aug-2017	Monster Controlled (USA Only)	Free	

Position Summary:

The Master Control Specialist is a member of the Master Control Team that works in support of MPR's regional network services, as well as providing around the clock master control services for APM Distribution and client stations. The Master Control Specialist will also staff and perform duties to ensure proper service and operation of the NPR Backup Network Operations Center in St. Paul. The Master Control team works interdepartmentally to assess and anticipate technical distribution and production challenges. Incumbents in this position will work daily in Master Control to provide technical and distribution support on a 24/hour - 7 day a week basis, primarily during overnight hours.

Application deadline has been extended to September 11, 2017

Position Responsibility:

- Transmit live remote programming utilizing POTS, ISDN, T-1 and i.p. codecs, microwave, equalized lines and satellite technology. Creative use of ancillary equipment to ensure that the highest audio quality possible is delivered to our distribution channels.
- Manage audio intended to air on KNOW, KSJN and KCMP using the DALET play to air system. Operate Master Control including: recording and trimming incoming feeds, troubleshooting network and local transmission systems problems, providing helpdesk functions for digital editing systems, routing and patching signal sources, operating Content Depot, building playlists for later "on-air" program retrieval, logging transmitter readings and providing first echelon maintenance.
- Provide technical support for MPR|APM and APM client stations.
- Operate duplication equipment and digital archive systems.
- Prepare audio items for the MPR archive.
- Establish, calibrate and monitor any equipment necessary for radio broadcast and production, including ISDN and ip equipment, signal processing and various broadcast recording formats.
- Maintain the highest standards of customer service and technical knowledge in the MPR|APM Master Control.
- Participate in regular and ongoing staff training and readiness in support of the public radio system's Network Operations Center backup at the MPR St. Paul, MN facility.
- Contribute to creating and updating the Master Control standard operating procedures.
- Provide technical support and troubleshooting to APM national distribution unit and client stations.
- Operate and support the APM FTP client station site, Content Depot and PRX.
- Work with APM Distribution and Master Control teams to communicate program feed information.
- Monitor and manage MPR|APM programs, episodes and episode segments in the Content Depot, PRX, and other distribution channels, both upload for distribution and download to air.
- Work with Manager to remain up to date on all technical and/or content changes and modifications.

- Work at night, in the MPR|APM Master Control, 12:00 20:00 Wednesday's, 21:00 06:00 Thursday's, Friday's and Saturday's, and as the work schedule requires.
- Other duties as assigned.

Required Education and Experience:

- 2-year Associate's degree or equivalent work experience.
- Two or more years' experience as a broadcast engineer or technician.
- Knowledge and experience with computer based audio technologies, digital audio workstations, codecs, IP streaming, station automation, and Internet audio delivery systems.
- Understanding and expertise in the Public Radio Satellite System and the Content Depot.
- Possesses a thorough knowledge and experience of field recording, studio recording, post production, and "live" broadcast procedures and protocols.
- Operational experience with satellite downlink equipment; rf transmission remote control gear.

Required Skills, Knowledge and Abilities:

- Solid background in electronics and basic audio wiring.
- Knowledge of digital production systems including audio workstations and automation for 'on-air' program delivery.
- Expert skills in working with ProTools, and other pro audio equipment
- Excellent customer service skills; be able to handle phone calls in a professional manner.
- Attention to detail and a deadline driven personality.
- Must be well versed in the operation of audio processing equipment, microphones, consoles, audio storage devices, and telecommunications equipment including satellite downlink, ISDN, ip, phone loops, or other similar telecommunications technology.
- Ability to work independently.
- Excellent communication skills.
- Professional, confidential demeanor and ability to exercise judgment.
- Work well with others.

Preferred Skills and Experience:

- Bachelor's degree.
- Solid skills in working with Axia, Pathfiner, ENCO, Dalet and other broadcast delivery systems.

Reporting to This Position: None

Physical Demands and Working Conditions:

- Must be able to perform the essential duties of the position with or without reasonable accommodation
- Physical Demands:
 - Required to move about in an office environment
 - Required to move about in the community
 - Reach with hands and arms
 - Balance, stoop, kneel, or crouch
 - Frequent use of hands for data entry/keystrokes and simple grasping.
 - Required to lift standard audio equipment and computers up to 50 lbs.
- Working Conditions:
 - Moderate noise level
 - Occasional exposure to prevalent weather conditions.
- Weekend and overnight work on a regular 4 X 10 schedule as well as on holidays, as the work schedule requires.

Diversity creates a healthier atmosphere: All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law.

Broadcast Systems Software Developer

Sources of Interviewees

5 Indeed

3 APM Careers Website

1 LinkedIn

1 Minnesota Council of Nonprofits

Paid Job Boards									
	Date Posted	Requested By	Job ID	Job Title	Department	Job Start Date	Job Board Name	Amount	Job Board Email
1.	30-Aug-2017 11:50:41 MST	Vikki Krekler	626872	Broadcast Systems Software Developer # 128-18	Minnesota Public Radio - MPR, Technology - Broadcast Operations - 240A	21-Aug-2017	Diversity Jobs	\$225.00	
2.	30-Aug-2017 11:28:44 MST	Vikki Krekler	626872	Broadcast Systems Software Developer # 128-18	Minnesota Public Radio - MPR, Technology - Broadcast Operations - 240A	21-Aug-2017	Minnesota Council for Nonprofits	\$0.00	
3.	30-Aug-2017 06:29:26 MST	Vikki Krekler	626872	Broadcast Systems Software Developer # 128-18	Minnesota Public Radio - MPR, Technology - Broadcast Operations - 240A	21-Aug-2017	American Broadcasting School	\$0.00	michelle@radioschool.com
4.	30-Aug-2017 06:29:26 MST	Vikki Krekler	626872	Broadcast Systems Software Developer # 128-18	Minnesota Public Radio - MPR, Technology - Broadcast Operations - 240A	21-Aug-2017	NAACP	\$0.00	tillmannaacp@aol.com
5.	30-Aug-2017 06:29:25 MST	Vikki Krekler	626872	Broadcast Systems Software Developer # 128-18	Minnesota Public Radio - MPR, Technology - Broadcast Operations - 240A	21-Aug-2017	Academy of Radio Broadcasting	\$0.00	doreen@arbradio.com
								Total: \$225.00	
Automated Job Boards									
	Date Posted	Requested By	Job ID	Job Title	Department	Job Start Date	Job Board Name	Amount	
1.	21-Aug-2017 16:24:54 MST	Vikki Krekler	626872	Broadcast Systems Software Developer # 128-18	Minnesota Public Radio - MPR, Technology - Broadcast Operations - 240A	21-Aug-2017	Beyond Organic	Free	
2.	21-Aug-2017 16:24:54 MST	Vikki Krekler	626872	Broadcast Systems Software Developer # 128-18	Minnesota Public Radio - MPR, Technology - Broadcast Operations - 240A	21-Aug-2017	Indeed Organic	Free	
3.	21-Aug-2017 16:24:54 MST	Vikki Krekler	626872	Broadcast Systems Software Developer # 128-18	Minnesota Public Radio - MPR, Technology - Broadcast Operations - 240A	21-Aug-2017	ZipRecruiter Organic	Free	
4.	21-Aug-2017 16:24:54 MST	Vikki Krekler	626872	Broadcast Systems Software Developer # 128-18	Minnesota Public Radio - MPR, Technology - Broadcast Operations - 240A	21-Aug-2017	US Jobs	Free	
5.	21-Aug-2017 16:24:54 MST	Vikki Krekler	626872	Broadcast Systems Software Developer # 128-18	Minnesota Public Radio - MPR, Technology - Broadcast Operations - 240A	21-Aug-2017	Trovit	Free	
6.	21-Aug-2017 16:24:54 MST	Vikki Krekler	626872	Broadcast Systems Software Developer # 128-18	Minnesota Public Radio - MPR, Technology - Broadcast Operations - 240A	21-Aug-2017	SimplyHired	Free	
7.	21-Aug-2017 16:24:54 MST	Vikki Krekler	626872	Broadcast Systems Software Developer # 128-18	Minnesota Public Radio - MPR, Technology - Broadcast Operations - 240A	21-Aug-2017	Regional Help Wanted Organic	Free	
8.	21-Aug-2017 16:24:54 MST	Vikki Krekler	626872	Broadcast Systems Software Developer # 128-18	Minnesota Public Radio - MPR, Technology - Broadcast Operations - 240A	21-Aug-2017	Recruit.net	Free	
9.	21-Aug-2017 16:24:54 MST	Vikki Krekler	626872	Broadcast Systems Software Developer # 128-18	Minnesota Public Radio - MPR, Technology - Broadcast Operations - 240A	21-Aug-2017	Codlio.com	Free	
10.	21-Aug-2017 16:24:54 MST	Vikki Krekler	626872	Broadcast Systems Software Developer # 128-18	Minnesota Public Radio - MPR, Technology - Broadcast Operations - 240A	21-Aug-2017	Monster Controlled (USA Only)	Free	

Position Summary:

The Broadcast Systems Software Developer is part of team of engineers who support American Public Media's (APM's) production and broadcast systems team. We build the engines that drive radio programs and podcasts like Marketplace, A Prairie Home Companion, The Current, Minnesota Public Radio (MPR) News and The Splendid Table.

We're looking for a creative team player to develop and support media and data interchange between broadcast systems through software applications and APIs. The successful candidate will have experience working in the Rails framework and a variety of scripting and database environments.

The candidate will assist in the administration of APM's digital content distribution systems, external CDNs and group-supported software applications. The Broadcast Systems Software Developer works as part of the larger Broadcast Operations team to help ensure 24 by 7 uptime from all media production systems.

Position Responsibility:

- Provide middleware support for data interchange between broadcast systems.
- Experience working with Ruby on Rail and C / C++ frameworks as well as Python, Javascript and/or VBScript scripting tools.
- Working familiarity with HTML XML and JSON formats and APIs.
- Experience with FFmpeg for audio and video encoding.
- Software design, development and support for APM's audio encoding and distribution software (Cody). Includes Ruby on Rails with Sidekiq, MySQL, APIs, watch folders and FTP.
- Design, implement and support data interchange between all of APMG's broadcast and media production systems and IP audio systems. These systems include Dalet, XDS, ENCO, AXIA/Pathfinder, ProTools and Music Master, APM's Web CMS
- Support automated audio and metadata exchange with the PRSS/Content Depot including the MetaPub radio metadata APIs.
- Support metadata exchange with BBC's Nitro API.
- Work with end-users and the Operations, Software Development and Traffic teams to create internal workflow efficiencies, improve system stability and identify revenue-saving strategies.
- Collaborate with AMP's Digital Products Group (CMS and Web Development) for system interoperability, API development, and code review.
- Coordinate with IT Infrastructure staff concerning network security procedures, best practices for managing bandwidth on media technology systems and general operation of the network to support media technology applications.
- Support APMs best-practice protocols for digital broadcast systems security.
- Provide support for StreamGuys, Adswizz and connected digital traffic systems that serve APM/MPR's livestream, on-demand and podcast audio as well as related ad-insertion systems.
- Develop and document workflow standards, standard operating procedures, and user training for managed systems.

- Design disaster recovery functionality into all broadcast production systems, administer regular test procedures and user training.
- Provide user SOP and code-level documentation of all projects and supported systems.
- Work with APM's Digital Products group to design and implement data interchange protocols between broadcast systems and the APMG digital media archive.
- Openly and proactively communicate ideas, plans and issues to stakeholders.
- Maintain high-level working knowledge of media technology industry trends. Use this information to drive continuous improvement efforts.
- Administer and support all broadcast and content service monitoring systems.
- Provide regular on-call rotation support in a 24/7 environment.
- Maintain outstanding customer relations and keep internal stakeholders informed on project/problem status.
- Provide division budget input as requested.
- Additional duties as assigned.

Required Education and Experience:

- Bachelor degree in Computer Science or equivalent experience.
- Two-four years of experience in software application design and support role, including direct customer support and server side applications.
- Knowledge and experience with computer based audio and media technologies and Internet media delivery systems.
- A demonstrated track record of managing significant activity or systems

Required Skills, Knowledge and Abilities:

- Proven ability to collaborate and communicate effectively.
- Experience working in a Dev/Stage/Production environment
- Experience with
- Experience in Ruby and Rails frameworks
- Experience in some combination of the following: Javascript, VBScript and Python.
- Experience in MySQL, MSSQL and Microsoft Access.
- Experience working in Windows operating systems including Windows Server, Windows XP, and Windows 7/10.
- Working knowledge of Unix/Linux.
- Working Knowledge of Mac OS and workstations, server integration, and media applications.
- Analytical-based approach to problem solving and a confident understanding of how technical systems work and interface.
- Thorough understanding of TCP/IP networking and IP based digital audio systems including multicast environments.
- Skill configuring and managing backup and monitoring software.
- Excellent ability to communicate verbally and in writing.

- Excellent planning and organizational skills.
- Ability to embody and reflect the values of APM | MPR.
- Demonstrated ability to honor the highest degree of confidentiality.
- Knowledge of digital audio workstations and enterprise audio storage systems.
- Consultative approach and customer service orientation.
- Ability to adapt to a rapidly changing environment and take direction from multiple sponsors and stakeholders.
- Ability to consistently work well with others across departments and divisions.

Preferred Skills and Experience:

- Experience in C/C++ frameworks
- Aptitude and interest in learning new technologies.
- Genuine team-centric approach.
- Experience in a broadcast and media production and technical systems, automation, content distribution and delivery, or media operations environment.
- Familiarity with the following systems: Axia and Pathfinder, Dalet, MusicMaster, StreamGuys, Adswizz, ProTools, ENCO, XDS.
- Two year's experience with troubleshooting and resolving complex TCP/IP issues including multicast.
- Active consumer of media using various platforms and delivery methods.
- A working understanding of audio and video encoding methods, optimization and best practices.

Reporting To This Position: None

Physical Demands and Working Conditions:

- Must be able to perform the essential duties of the position with or without reasonable accommodation
- Some travel may be required.
- Occasional 24/7 on-call shifts.
- Physical Demands:
 - Required to move about in an office environment
 - Required to move about in the community
 - Reach with hands and arms
 - Balance, stoop, kneel, or crouch
 - Frequent use of hands for data entry/keystrokes and simple grasping.
 - Required to work outdoors at times

- Must be able to lift 50 pounds.
- Working Conditions:
 - Moderate noise level
 - Occasional exposure to prevalent weather conditions.

Diversity creates a healthier atmosphere: All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law.

Producer, MPR Climate Cast

Sources of Interviewees

1 journalismjobs.com

2 Refer.io

1 APM Careers Website

3 Indeed

2 Employee Referral

Paid Job Boards									
	Date Posted	Requested By	Job ID	Job Title	Department	Job Start Date	Job Board Name	Amount	Job Board Email
1.	06-Oct-2017 14:54:29 MST	Vikki Krekler	650253	Producer, Minnesota Public Radio - Climate Cast #149-18	Minnesota Public Radio - MPR News, Newsroom - 17HB	03-Oct-2017	HAHJ - Email	\$0.00	kolivas@nahj.org
2.	04-Oct-2017 18:29:05 MST	Vikki Krekler	650253	Producer, Minnesota Public Radio - Climate Cast #149-18	Minnesota Public Radio - MPR News, Newsroom - 17HB	03-Oct-2017	JournalismJobs.com	\$100.00	
3.	04-Oct-2017 10:42:53 MST	Vikki Krekler	650253	Producer, Minnesota Public Radio - Climate Cast #149-18	Minnesota Public Radio - MPR News, Newsroom - 17HB	03-Oct-2017	MN State Workforce	\$0.00	
4.	03-Oct-2017 16:59:19 MST	Vikki Krekler	650253	Producer, Minnesota Public Radio - Climate Cast #149-18	Minnesota Public Radio - MPR News, Newsroom - 17HB	03-Oct-2017	Academy of Radio Broadcasting	\$0.00	doreen@arbradio.com
5.	03-Oct-2017 16:59:19 MST	Vikki Krekler	650253	Producer, Minnesota Public Radio - Climate Cast #149-18	Minnesota Public Radio - MPR News, Newsroom - 17HB	03-Oct-2017	American Broadcasting School	\$0.00	michelle@radioschool.com
6.	03-Oct-2017 16:59:19 MST	Vikki Krekler	650253	Producer, Minnesota Public Radio - Climate Cast #149-18	Minnesota Public Radio - MPR News, Newsroom - 17HB	03-Oct-2017	Asian American Journalist Association	\$0.00	maricas@aja.com
								Total: \$100.00	
Automated Job Boards									
	Date Posted	Requested By	Job ID	Job Title	Department	Job Start Date	Job Board Name	Amount	
1.	03-Oct-2017 08:01:18 MST	Vikki Krekler	650253	Producer, Minnesota Public Radio - Climate Cast #149-18	Minnesota Public Radio - MPR News, Newsroom - 17HB	03-Oct-2017	Beyond Organic	Free	
2.	03-Oct-2017 08:01:18 MST	Vikki Krekler	650253	Producer, Minnesota Public Radio - Climate Cast #149-18	Minnesota Public Radio - MPR News, Newsroom - 17HB	03-Oct-2017	ZipRecruiter Organic	Free	
3.	03-Oct-2017 08:01:18 MST	Vikki Krekler	650253	Producer, Minnesota Public Radio - Climate Cast #149-18	Minnesota Public Radio - MPR News, Newsroom - 17HB	03-Oct-2017	US Jobs	Free	
4.	03-Oct-2017 08:01:18 MST	Vikki Krekler	650253	Producer, Minnesota Public Radio - Climate Cast #149-18	Minnesota Public Radio - MPR News, Newsroom - 17HB	03-Oct-2017	Trovit	Free	
5.	03-Oct-2017 08:01:18 MST	Vikki Krekler	650253	Producer, Minnesota Public Radio - Climate Cast #149-18	Minnesota Public Radio - MPR News, Newsroom - 17HB	03-Oct-2017	SimplyHired	Free	
6.	03-Oct-2017 08:01:18 MST	Vikki Krekler	650253	Producer, Minnesota Public Radio - Climate Cast #149-18	Minnesota Public Radio - MPR News, Newsroom - 17HB	03-Oct-2017	Regional Help Wanted Organic	Free	
7.	03-Oct-2017 08:01:18 MST	Vikki Krekler	650253	Producer, Minnesota Public Radio - Climate Cast #149-18	Minnesota Public Radio - MPR News, Newsroom - 17HB	03-Oct-2017	Recruit.net	Free	
8.	03-Oct-2017 08:01:18 MST	Vikki Krekler	650253	Producer, Minnesota Public Radio - Climate Cast #149-18	Minnesota Public Radio - MPR News, Newsroom - 17HB	03-Oct-2017	Oodle.com	Free	
9.	03-Oct-2017 08:01:18 MST	Vikki Krekler	650253	Producer, Minnesota Public Radio - Climate Cast #149-18	Minnesota Public Radio - MPR News, Newsroom - 17HB	03-Oct-2017	Monster Controlled (USA Only)	Free	

Position Summary:

Are you an energetic, passionate journalist producer interested in the environment and the issue of climate change? You might be Minnesota Public Radio News' next producer working with Meteorologist Paul Huttner and MPR News staff to create the next version of Climate Cast, an acclaimed program on the pressing issue of climate change. As the Producer for Climate Cast at MPR News, you'll be responsible for the overall planning, production and execution of this weekly news segment/ program aimed at providing timely and in-depth enterprise coverage of this complex and urgent issue. Special focus in Climate Cast will be the intersection of climate change and water resources.

You will also create content for and support the editorial of MPR News digital properties, including MPRnews.org, TheWaterMain.org, news apps, and social media channels.

Climate Cast has established itself as an important public conversation on the facts of climate change. This is an opportunity to build on the work to date to create a vibrant, consistent weekly program that may be developed for national audiences.

This a grant-funded 24-month position.

Application deadline: October 15th, 2017

Position Responsibility:

- Make sure all aspects of the program's production are successfully completed.
- Ultimately responsible for sound, manages production process, oversees music/tone, is the "final ear."
- Develop a strong collaborative relationship with the show host.
- Supervise editing and post production. Oversee the work of the production staff and provide daily work direction.
- Coordinate special projects (remote/specials).
- In collaboration with Host, and Executive Producer, make content and editorial decisions.
- Prepare digital audio for digital platforms.
- Help manage MPR News social media channels.
- Ensure that each day's program contains the latest news that is relevant to our audience.
- Communicate and oversee the big picture.
- Generate program ideas.
- Contact and pre-interview potential guests.
- Write copy and background materials.
- Record and edit audio material.

- Direct the program in the studio.
- Represent the program in editorial meetings.
- Work with editors to fulfill daily news coverage needs.
- Organize the show elements into a computer-based rundown for use by program host and broadcast technicians.
- Update pages on the MPR web site.
- Support other MPR news programs and special programming as needed.
- Other duties as assigned.

Required Education and Experience:

- Bachelor's Degree or equivalent work experience is required.
- 5+ years of related broadcast Journalism work experience.
- Experience in radio news production, particularly news magazine programs and special programming.
- Experience in news gathering and writing.
- Experience writing for web based platforms.
- Familiarity with social media platforms.
- Familiarity with pressing issues of climate change
- Experience with innovation with digital and broadcast story telling

Required Skills, Knowledge and Abilities:

- Ability to recognize and articulate the questions our audience wants answered.
- Ability to write creative, clear, accurate copy.
- Ability to manage program calendar and work flow.
- Demonstrated ability to work well under daily deadline pressure.
- Must have solid story-telling credentials and good news judgment.
- Ability to create memorable radio.
- Ability to work effectively and collaboratively with hosts and other staff.
- High journalistic standards and a vision for the program. Ability to produce programs that meet MPR standards.
- Team builder and team player.
- Proven ability to contribute to a positive, diverse, creative, high performance culture.
- Ability to advocate for program/resources/staff.
- Ability to lead and manage change.
- Ability to evaluate content/quality/sound and act decisively with sound news judgment.

- Ability to work with minimal direction.
- Able to handle variety of complex projects, some of which may affect management decisions.
- Ability to make final program decisions re: content/quality.

Preferred Skills and Experience:

- Experience in or knowledge of online journalism.
- Digital audio editing experience.
- Knowledge of public radio.

Reporting To This Position: None

Physical Demands and Working Conditions:

- Must be able to perform the essential duties of the position with or without reasonable accommodation.
- Physical Demands:
 - Required to move about in an office environment and sit for extended periods of time
 - Frequent use of hands for data entry/keystrokes and simple grasping
- Working Conditions:
 - Moderate noise level
 - Occasional exposure to prevalent weather conditions

Diversity creates a healthier atmosphere: All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law.

Sr. Administrative Assistant, Philanthropic Development

Sources of Interviewees

1 Other – Office Team temp agency

3 APM Careers Website

1 Glassdoor

1 Indeed

1 Beyond Organic

1 Minnesota Council of Nonprofits

Paid Job Boards									
	Date Posted	Requested By	Job ID	Job Title	Department	Job Start Date	Job Board Name	Amount	Job Board Email
1.	18-Sep-2017 11:12:27 MST	Vikki Krekler	641393	Senior Administrative Assistant, Philanthropic Development #136-18	American Public Media - APM, Business Development/National Underwriting Sales - 13DA	15-Sep-2017	University of Minnesota	\$0.00	
2.	18-Sep-2017 11:09:09 MST	Vikki Krekler	641393	Senior Administrative Assistant, Philanthropic Development #136-18	American Public Media - APM, Business Development/National Underwriting Sales - 13DA	15-Sep-2017	MN State Workforce	\$0.00	
3.	18-Sep-2017 10:58:28 MST	Vikki Krekler	641393	Senior Administrative Assistant, Philanthropic Development #136-18	American Public Media - APM, Business Development/National Underwriting Sales - 13DA	15-Sep-2017	Minnesota Council for Nonprofits	\$0.00	
4.	16-Sep-2017 08:54:03 MST	Vikki Krekler	641393	Senior Administrative Assistant, Philanthropic Development #136-18	American Public Media - APM, Business Development/National Underwriting Sales - 13DA	15-Sep-2017	NAACP	\$0.00	tillmannaacp@aol.com
								Total:	\$0.00
Automated Job Boards									
	Date Posted	Requested By	Job ID	Job Title	Department	Job Start Date	Job Board Name	Amount	
1.	15-Sep-2017 16:31:58 MST	Vikki Krekler	641393	Senior Administrative Assistant, Philanthropic Development #136-18	American Public Media - APM, Business Development/National Underwriting Sales - 13DA	15-Sep-2017	Beyond Organic	Free	
2.	15-Sep-2017 16:31:58 MST	Vikki Krekler	641393	Senior Administrative Assistant, Philanthropic Development #136-18	American Public Media - APM, Business Development/National Underwriting Sales - 13DA	15-Sep-2017	Indeed Organic	Free	
3.	15-Sep-2017 16:31:58 MST	Vikki Krekler	641393	Senior Administrative Assistant, Philanthropic Development #136-18	American Public Media - APM, Business Development/National Underwriting Sales - 13DA	15-Sep-2017	ZipRecruiter Organic	Free	
4.	15-Sep-2017 16:31:58 MST	Vikki Krekler	641393	Senior Administrative Assistant, Philanthropic Development #136-18	American Public Media - APM, Business Development/National Underwriting Sales - 13DA	15-Sep-2017	US Jobs	Free	
5.	15-Sep-2017 16:31:58 MST	Vikki Krekler	641393	Senior Administrative Assistant, Philanthropic Development #136-18	American Public Media - APM, Business Development/National Underwriting Sales - 13DA	15-Sep-2017	Trovit	Free	
6.	15-Sep-2017 16:31:58 MST	Vikki Krekler	641393	Senior Administrative Assistant, Philanthropic Development #136-18	American Public Media - APM, Business Development/National Underwriting Sales - 13DA	15-Sep-2017	SimplyHired	Free	
7.	15-Sep-2017 16:31:58 MST	Vikki Krekler	641393	Senior Administrative Assistant, Philanthropic Development #136-18	American Public Media - APM, Business Development/National Underwriting Sales - 13DA	15-Sep-2017	Regional Help Wanted Organic	Free	
8.	15-Sep-2017 16:31:58 MST	Vikki Krekler	641393	Senior Administrative Assistant, Philanthropic Development #136-18	American Public Media - APM, Business Development/National Underwriting Sales - 13DA	15-Sep-2017	Recruit.net	Free	
9.	15-Sep-2017 16:31:58 MST	Vikki Krekler	641393	Senior Administrative Assistant, Philanthropic Development #136-18	American Public Media - APM, Business Development/National Underwriting Sales - 13DA	15-Sep-2017	Oodle.com	Free	
10.	15-Sep-2017 16:31:58 MST	Vikki Krekler	641393	Senior Administrative Assistant, Philanthropic Development #136-18	American Public Media - APM, Business Development/National Underwriting Sales - 13DA	15-Sep-2017	Monster Controlled (USA Only)	Free	
11.	15-Sep-2017 16:31:58 MST	Vikki Krekler	641393	Senior Administrative Assistant, Philanthropic Development #136-18	American Public Media - APM, Business Development/National Underwriting Sales - 13DA	15-Sep-2017	JuJu.com (USA Only)	Free	

Position Summary:

Are you an energetic, detailed, focused, administrative professional who enjoys working with senior leaders, major donors and volunteers? Minnesota Public Radio | American Public Media is seeking a Sr. Administrative Assistant to support the work of the Development department as it conducts its annual fundraising and a \$75M Capital Campaign. You would serve as a liaison to the executive staff, business contacts, donors, campaign volunteers and board members. This position directly supports the Senior Vice President of Development, the Revenue Leadership team and the Campaign Manager in a variety of work. Excellent customer service, organization and communication skills a must!

Application deadline: October 6, 2017

Position Responsibility:

- Provide administrative support to the SVP as well as Directors of Development to include calendar management, phone and email response and coordination, logistical and organizational support for meetings, travel arrangements, correspondence preparation, and project management.
- Support Campaign Manager in coordinating all logistics for the implementation of a major campaign including; interviews, travel arrangements, assistance to campaign donors and volunteers, campaign counsel, and others.
- Act as the spokesperson for the SVP when s/he is not available.
- Drive budget process, use discretion regarding budget decisions, execute monthly forecasting for Development, track expenditures, POs, and check requests, as needed for the department.
- With the direction of the SVP and CEO, interact and maintain relationships with major donors, including highest level donors.
- Complete registration, lodging, and flight arrangements for SVP as well as others in the department who travel to board meetings, conferences, and seminars.
- Excellent organizational and communication skills (both oral and written).

Required Skills, Knowledge and Abilities:

- Experience with coordinating budgets.
- Demonstrated positive customer service experience.
- Significant experience using Word, Excel, PowerPoint, and MS Outlook and ability to learn other applications as required.
- Minimum of 5 years' administrative support experience or equivalent, at least 3 years supporting a development/sales/relationship-driven senior leader is critical.
- Associate's degree or equivalent experience required.

Required Education and Experience:

- Other duties as assigned.
- Coordinate with other Development department assistants to insure a system of back-up for work and overall completion of tasks when deliverables require cooperation.
- Assume special projects as assigned.
- Assist Development Operations as needed which includes, but is not limited to: FRID matching during a drive, processing bad credit cards, and back-up for gift reports.
- Provide back-up for other Assistants when they are out of the office or in need of assistance.
- Gather and prepare materials for all meetings of the MPR/APM Development Committee, Campaign Steering Committee and other campaign committees.
- Assist other Directors with confidential projects, as requested by SVP.
- Participate in afterhours fundraising events as needed.
- Prepare monthly and other reports and conduct special projects as directed.
- Coordinate monthly staff meetings and events, quarterly off site direct report retreat/check in meetings, and annual team retreat, including location and meal arrangements.
- Coordinate Development portions of the board report for SCPR and MPR.
- Act as first-point-of-contact for vendors and guests. Greet, assist, and provide resources, as appropriate.
- Order and stock office supplies and support maintenance of office equipment.
- Monitor SVP's tasks related to assigned donors to ensure timely communication and follow up.
- Draft communications for internal and external meetings including: donor correspondence, letters, meeting agendas, memos, notes, and presentations.
- Schedule monthly Development meetings, weekly direct report meetings, campaign meetings with donors as well as internal campaign meetings and other meetings as necessary.
- Assist in drafting, proofing, preparing and mailing correspondence, including internal, external and campaign communications.
- Coordinate with the President's office regarding development related activities and donor coordination, donor meeting prep, etc.
- Utilize Salesforce donor database to visit reports and next steps; monitor task completion, produce reports and task lists; record and file major donor and grant related correspondence ensuring internal communication and documentation.
- Manage expenses for the department and complete expense reports for SVP, directors and others as needed. Also, monitor expenses put through department from other areas in the organization, including any marketing and postal charges.
- Ability to prioritize multiple tasks according to urgency
- Experience supporting concurrently, multiple high-level individuals
- Demonstrated experience and comfort in communicating by phone or email.
- Sensitivity to detail and deadlines in a multitasking environment.
- Must be able to work independently and very proactively with minimal direction/supervision.
- Requires a high level of confidentiality, judgment, discretion, risk-taking and self-confidence.

- Expert Microsoft Office skills.
- Demonstrated skills with utilizing constituent databases.
- Must be positive, energetic, and a team player.
- Strong relationships building skills to interact with internal staff, and outside individuals from the community.
- Expert skill level required to perform broad range of very complex work assignments. This is a position requiring task orientation, organization, attention to detail and strong follow-up skills.
- Relies on extensive experience and judgment to plan and accomplish assigned tasks and goals, with a keen eye to prioritizing and the knowledge that the pace never slows.
- Decisions are made in situations in which there are no established procedures. Skilled and mature judgment and problem solving are required.

Preferred Skills and Experience:

- Bachelor's degree preferred.
- Creative PowerPoint preparation and design
- Experience working in a non-profit organization
- Understanding of philanthropic development
- Passion for public media is a plus.

Reporting To This Position: None

- Must be able to perform the essential duties of the position with or without reasonable accommodation.
- Physical Demands:
- Required to move about in an office environment and sit for extended periods of time
- Frequent use of hands for data entry/keystrokes and simple grasping
- Working Conditions:
- Moderate noise level
- Occasional exposure to prevalent weather conditions

Diversity creates a healthier atmosphere: All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law.

ATTACHMENT C

INITIATIVES DOCUMENTATION

Emerging Leaders Agenda 2015-16

Session 1: November 19

- 12:00–1:00 pm Lunch with Leaders
- 1:00–1:30 pm Welcome and Program Overview
- 1:30–4:30 pm MBTI and StrengthsFinder (Pamela Belknap, APM L&D Director)

November 20

- 9:00 am–9:30 Leadership Insights (Jon McTaggart, CEO)
- 9:30 am–noon Personal Power & Leadership (Stephanie McGovern, High Performance Systems, Inc.)
- 1:30–2:30 pm MPR Building Tour for non-MN participants

Session 2: January 27

- 10:00 am–noon Innovation at APM (Mike Reszler, VP Innovation & Digital Strategy)
- 12:00–1:00 pm Lunch with Leaders
- 1:00–3:30 pm Emotional Intelligence & Leadership (Pamela Belknap)

January 28

- 9:00 am–noon Thinking Strategically and Project Definition (Pamela Belknap)

Session 3: April 6

- 12:00–1:00 pm Lunch with Leaders
- 1:00–4:30 pm Building Cultural Competence (Janice Downing, DeYoung Consulting)
- 5:00–7:00 pm Group Dinner

April 7

- 9:00–10:00 am APM People and Culture Strategic Goal Update (Mette McLoughlin, SVP HR)
- 10:00 am–noon Community Experience

Session 4: June 14

- 12:00–1:00 pm Lunch with Leaders
- 1:00–3:30 pm Leading through Conflict (Anita Patel, Bush Foundation)
- 3:30-4:30 pm Presentations on Projects

June 15

- 9:00 am–noon Presentations on Projects (cont.)
- 12:00–1:30 pm Reception and Graduation

Other program components:

- Brief assigned readings and small group discussions
- Mentor relationships
- Interviews with leaders – 3 minimum
- Project as follow-up to thinking strategically topic, and report back

SCHEDULE FOR NABJ Conference/Job Fair

MPR's workshop schedule for NABJ 2016

Friday, August 5, 2016

12:30 P.M. - 2:00 P.M.

MCC Room: 101A

The Art of the Interview

Have you ever listened to, watched, or read an interview and thought: I wonder what else that person said. Have you ever read or heard a piece and thought: They missed an opportunity! Have you ever watched an interview and thought: This is boring! During American Public Media's "The Art of the Interview" workshop, participants will be led through a discussion that focuses on making the most of interview opportunities as reporters and as producers. We will remind participants of the things they should have in their virtual and terrestrial tool kits and give them useful tricks of the trade. That's everything from advice like: always keeping the tape rolling to creating opportunities for surprise and genuine emotion during the interview. The workshop will be valuable to journalists of all mediums and all skill levels. The workshop will be interactive. Panelists and participants will collaborate on exercises that help identify opportunities for great sound, strong writing, and compelling digital content."

MCC Room: 101C

12:30 P.M. - 2:00 P.M.

#Audiocuts: Gathering Good Audio

How many times have you seen a wonderful multi-media presentation that had award-winning pictures or video, but bad audio? On the other hand, how many times have you heard audio on the radio, television or multi-media that is so engaging, clear and precise that it left you absolutely mesmerized? There are secrets to gathering high quality audio. It takes the right equipment, a bit of technical know-how and patience. Learn from two long-time public radio producers who have extensive experience gathering audio in sometimes hazardous conditions. From properly handling a microphone to knowing where to point it, you'll learn the latest in audio gathering techniques.

12:30 P.M. – 2:00 P.M.

MCC Room: 101E

Panel All Jobs Considered: Building A Career In Public Media

Marcello Sawyer and?

Saturday, August 6, 2016

10:45 A.M. - 12:15 P.M.

MCC Room: 101D

NPR's Coverage of The Silent Killer - Ebola In West Africa

The NPR News team shares its stories about the network's Ebola coverage in West Africa and here in the United States. Panelists discuss how they reported safely from the field as well as how NPR responded to domestic staff and societal anxieties about the outbreak. NPR's collaborative coverage of the Ebola crisis garnered the organization a Peabody Award.

(JonathanBlakley moderates this panel)

Sunday, August 7, 2016

9:30 A.M. - 11:00 A.M.

MCC Room: 101C

Public Radio Diversity: Fact and Fiction

Despite its growth and widespread respect on radio, the web and social media, public radio as a whole is often criticized for not being diverse enough. This year's NABJ conference takes place in the heart of public radio country – the Twin Cities are home to Minnesota Public Radio, American Public Media and Public Radio International. Combined with NPR, public radio reaches close to 50 million listeners every week. This workshop is a frank, honest, no-holds-barred conversation on race and diversity in public radio. How diverse is it? What has public radio done right? And what's still left to do to attract, hire and retain more minority journalists and listeners?

EMERGING LEADERS 2016

Emerging Leaders 2016

Welcome to the 2015-16 Emerging Leaders cohort!



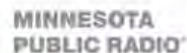
Sasha Aslanian
Dennis Brooks
Katherine Chaffin
Andrew Cleveland
Eamon Coyne
Elizabeth Dunbar
Leah Garaas
Mark Garrison
Sachi Kobayashi
Lauren Koshere
Madelyn Mahon
Paul Odegaard
Stefan Olson
Jess Probasco
Betty Shin
Erik Stromstad

Correspondent/Producer, ARW
Account Executive/Regional Underwriting
Campaign Development Assistant, Phil Dev
Project Coordinator, APM Distribution
Broadcast Engineer
Reporter, MPR News
Production Assistant, Digital – Digital Music
Reporter II, Marketplace
Project Coordinator, Development, SCPR
Development Officer, Institutional Giving
Associate Producer/MPR News
Planned and Major Giving Officer
Prod. Systems Administrator/Media Prod. Syst.
Senior Network Engineer
Research Analyst, Audience Research & Insights
Technical Coordinator, News & Talk Programs



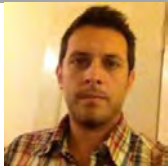
The group's in-person meetings are November 19-20, January 27-28, April 6-7 and June 14-15, and additional self-directed learning activities are assigned throughout the program.

Please offer congratulations and support for your colleagues!



MENTORSHIP PROGRAM

Emerging Leader 2015-16		Background	Demographic/Geographic	Mentor	Notes
<div>Lorna Benson</div> <div></div> <div>Manager: Mike Edgerly</div>				Peter Clowney	
Paul Brent				Jen Hanlon Ash	



**Jeremiah
Clark**



Manager:
Rob Risko

[REDACTED]

Lisa Bittman

Also, my supervisor, Rob Risko, suggested that I let you know that I plan to spend an extra day in Minnesota during the July or the September session. I'd like to line up a number of meetings with my counterparts in St. Paul in hopes of fostering some better working relationships.

Doug Gerry



Manager:

[REDACTED]

Bill Davis

Doug
Johnson

[REDACTED]

[REDACTED]

**Valerie
Kahler**



Manager:
Julie
Amacher

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Jon Gordon

<div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div>			
<div><div><div>Bucky Koehler</div><div></div></div><div><div>Manager:</div><div>Brad Rosenberg</div></div></div>	<div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div>	<div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div>	<div>Jen Van Zandt</div>
<div>Prem Kumar</div>	<div>[REDACTED]</div>	<div>[REDACTED]</div>	<div><div>Doug Roderick</div><div>I have already taken the Strengths finder 3 years ago, when I joined MPR. I'm</div></div>

 <p>Manager: Rajesh Kapur</p>	<p>[Redacted]</p>	<p>attaching a copy with this email. I would prefer physical book rather than Kindle or e-book, wherever possible.</p>
 <p>Patrick Lee</p>	<p>[Redacted]</p>	<p>Nick Kereakos Dropped out of the program.</p>
 <p>Patti Pahr</p>	<p>[Redacted]</p>	<p>Brad Rosenberger</p>

Manager:
Chandra
Kavati

[REDACTED]

[REDACTED]

[REDACTED]

**Jesse
Peterson-
Brandt**



Manager:
Joe Eskola

**Rachael
Rodriguez**

Manager:

Jeff and Ellie

Brian
Newhouse

Randi Yoder



[REDACTED]



Nate Ryan

[REDACTED]

Nancy
Cassutt

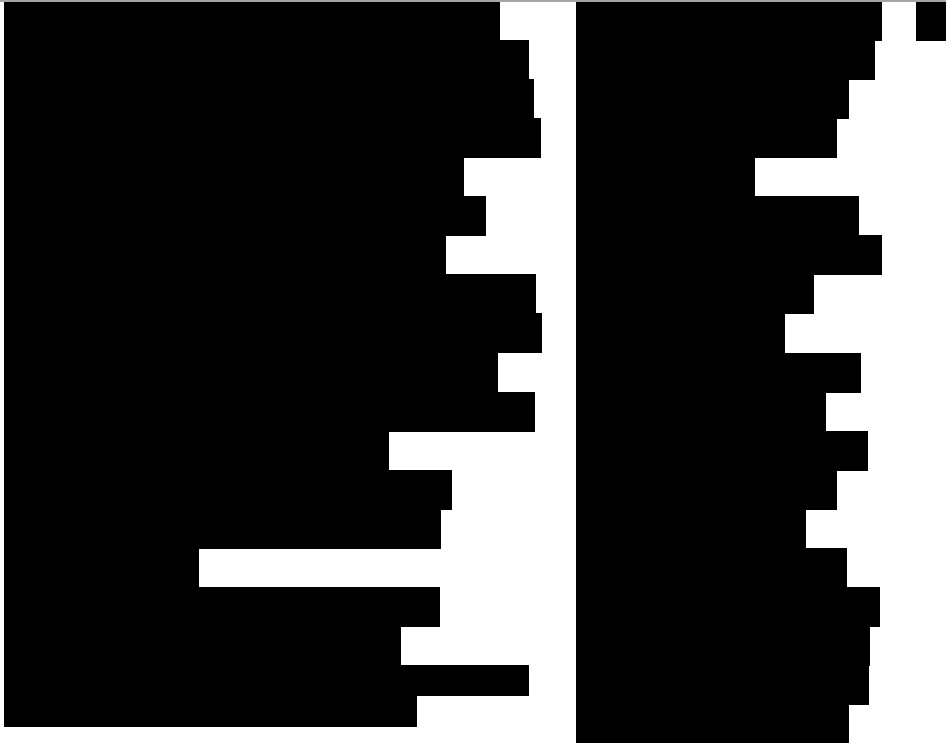
Manager:
Brett Baldwin



**Stephen
Schreiber**



Manager:
Lisa Radzak



Mike Reszler

[REDACTED]

[REDACTED]

**Amy
Stephens**



Manager:
Shona
Koester

[REDACTED]

[REDACTED]

Mark
Crowley

[REDACTED]

	<div>[REDACTED]</div>	<div>[REDACTED]</div>
Kumud Verma	<div>[REDACTED]</div>	Mette McLoughlin



Manager:
Morris
Goodwin

[REDACTED]

[REDACTED]

Laura Yuen



Manager:
Laura
McCallum

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Mary Nease

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

INITIATIVES DOCUMENTATION:

Emerging Leaders Agenda FY2017:

Session 1: December 1

- 10:00-11:00 am MPR Building Tour for non-MN participants
- 12:00–1:00 pm Welcome Lunch and Program Overview
- 1:00-4:30 pm MBTI and StrengthsFinder (Pamela Belknap, APM L&D Director)

December 2

- 9:00 am-noon Personal Power & Leadership (Stephanie McGovern, High Performance Systems)
- 12:00-1:00 pm Lunch and Leadership Insights with Jon McTaggart

Session 2: February 14

- 12:00–1:00 pm Lunch with Leaders
- 1:00–3:30 pm Innovation at APM (Mike Reszler, VP Innovation & Digital Strategy)
- 3:30-5:00 pm Emotional Intelligence & Leadership (Pamela Belknap)

February 15

- 9:00 am–noon Thinking Strategically and Project Definition (Pamela Belknap)

Session 3: April 13

- 12:00–1:00 pm Lunch with Leaders
- 1:00-4:30 pm Cultural Competence (Amanda Williams, APM Culture & Inclusion Director)
- 5:30-6:30 pm Social Hour (TBD)

April 14

- 9:00-10:00 am Inclusion & Engagement at APM (TBD)
- 10:00 am-noon LSS Immersion
- 12:00-1:00 pm Lunch at LSS

Session 4: June 7

- 12:00–1:00 pm Lunch with Leaders
- 1:00–3:30 pm Leading through Conflict (Anita Patel, Bush Foundation)
- 3:30-4:30 pm Presentations on Projects

June 8

- 9:00 am–noon Presentations on Projects (cont.)
- 12:00–1:30 pm Reception and Graduation

Other program components:

- Brief assigned readings and small group discussions
- Mentor relationships
- Interviews with leaders – 3 minimum
- Project as follow-up to thinking strategically topic, and report back

PUBLIC MEDIA JOB FAIR:



March 29, 2017

Mette McLoughlin
SVP & Chief Human Resources Officer
American Public Media Group

Dear Mette,

On behalf of the Radio Television Digital News Association (RTDNA), the Society of Professional Journalists (SPJ), and the National Association of Hispanic Journalists (NAHJ) we are thrilled that Public Radio will partner with Excellence in Journalism (EIJ17). The conference is scheduled for September 7-9, 2017 in Anaheim, CA.

In recognition of an \$18,000 investment for EIJ, the Public media group is offered:

- Six (6) Premium exhibit booths (20 x 40 space) Requested #511, 515, 517, 610, 614, 616
- Eighteen (18) full conference registrations
- Listing on EIJ17 Mobile App
- Recognition on the Excellence in Journalism website
- Full post-conference digital attendee list

The following options are recommended to promote the ThinkPublicMedia.org website and branding:

- Interview Room for 3 half days on floor below Expo hall - \$1,500 total for 3 days; F&B extra
- Recruiting link on EIJsite to connect with Experienced Professionals - \$1,000 (logo posted for 4-5 months prior to conference)
- Think Tank presentation - \$2,500
- EIJ Website ad \$600 - \$1,000 dependent upon ad size
- E-blast to pre-conference attendees to market your booth, brand and career opportunities - \$1,500

If this proposal meets approval by **APM**, please sign below. Also please complete the exhibitor contract with your contact information for invoicing, etc. We'll issue your invoice based upon this proposal and the information on the exhibitor and sponsorship contract.

Again, thank you for your support and we look forward to working with you as we move toward this year's conference.

Kind regards,

Holly Rose
Holly Rose
Industry Relations Manager

Signature of authorized representative

Date

Mette McLoughlin, SVP HR

4-10-17

mmcloughlin@mpr.org

Print Name & Title

Contact Email

By signing this document, I assert that I am authorized to do so on behalf of American Public Media Group

EMERGING LEADERS 2017

Emerging Leaders 2016-17

Name	Job Title
Bethany Barberg	Marketing Specialist/Volunteer Coordinator, MPR
Scott Blankenship	National Host/Producer, C24
Katie Bovee	Supervisor, Financial Analysis
Katie Briggs	Digital Product Designer, SCPR
Evan Clark	Master Control Specialist – ICC, MPR
Sarah Eldred	Dev Operations Specialist, MPR
Dawn Flinsch	Campaign Manager, MPR
Jake Gorski	Technical Director, Marketplace
Geoff Hankerson	Team Lead, Web Development, MPR
Mark Hinsz	End User Computer Specialist, MPR
Stephanie Hughes	Producer, Marketplace Tech
William Johnston	Software Engineer, MPR

Will Lager

Digital Producer, MPR News

Ryan Lohr
Priska Neely

Music Director, Classical
Arts Education Reporter, SCPR


Avital Rabinowitz

Associate Producer, Performance Today

Amanda Rothstein

Manager, Direct Membership Fundraising, MPR

MENTORSHIP PROGRAM

Emerging Leader 2016-17	Outcomes	Background characteristics or experience looking for	Demographic/ Geographic	Mentor	Project
Bethany Barberg - Marketing Specialist  Manager: Eva Anderson				Peter Rasmussen	

**Scott Blankenship -
National
Host/Producer, C24**



**Manager:
Julie Amacher**

Dave Kansas

**Katie Bovee –
Supervisor, Financial
Analyst**



**Manager:
Doug Roderick**

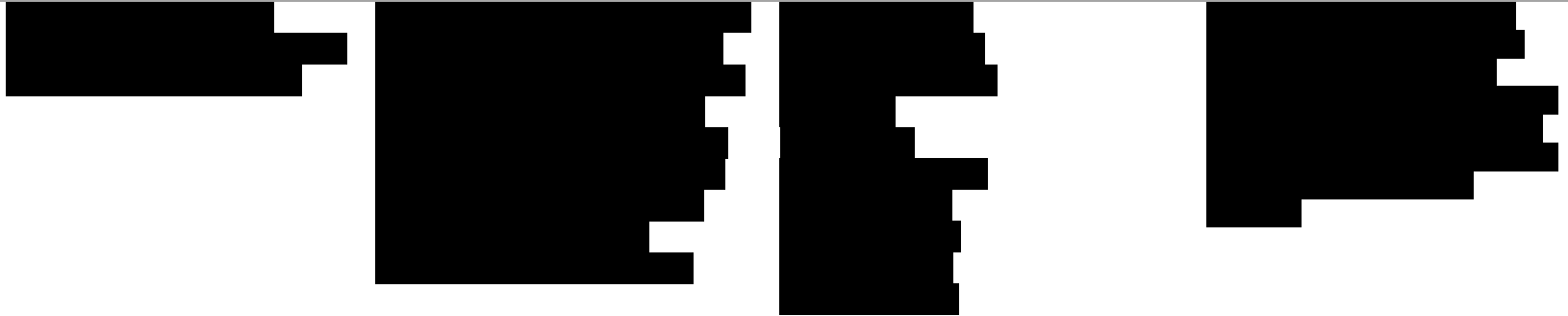
Chandra
Kavati

**Katie Briggs - Digital
Product Designer,
SCPR (CA)**

Randi Yoder



Manager:
Vijay Singh



**Evan Clark – Technical
Producer,
Performance Today**



Manager:
Zack Rose



Barb Gehlen



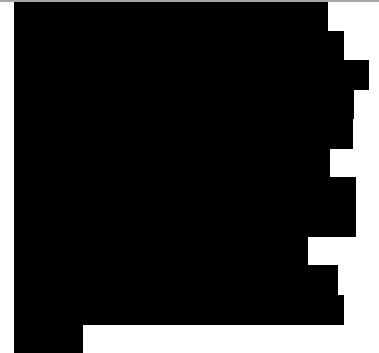
**Sarah Eldred -
Development
Operations Specialist,
MPR**



Manager:
Alyssa Johnson



Josh Kubasta



**Dawn Flinsch -
Campaign Manager,
MPR**



**Manager:
Randi Yoder**

Nancy
Cassutt

**Jake Gorski -
Technical Director,
Marketplace (CA)**



**Manager:
Michael C. Robinson**

Mike Reszler

**Geoff Hankerson –
Team Lead, Web
Development, MPR**

Brian
Newhouse



Manager:
Peter Rasmussen

Mark Hinsz - End User
Computer
Specialist,MPR



Manager:
Joe Juvland

Stephanie Hughes –
Producer I,
Marketplace (NY)



Manager:
Sitara Nieves

Angie
Andresen

Laura
McCallum

<p>William Johnston - Software Engineer, MPR</p>  <p>Manager: Andreas Beger</p>				Doug Roderick	
<p>Will Lager - Digital Producer – MPR News</p>				Morris Goodwin	<p>A plan to increase coordination and foster a culture of shared success and collaboration through the establishment of a small working group that will meet in person.</p>



Manager:
Meg Martin

[REDACTED]

[REDACTED]

A small working group, not an
ERG, but an informal group of
content creators at the
implementer level.

**Ryan Lohr - Music
Director, Classical**



Manager:
Brian Newhouse

[REDACTED]

[REDACTED]

[REDACTED]

**Mette
McLoughlin**

[REDACTED]

**Priska Neely -
Reporter II, SCPR (CA)**

[REDACTED]

[REDACTED]

Mike Edgerly

[REDACTED]



Manager:
Maura Walz



**Avital Rabinowitz -
Producer,
SymphonyCast**



Manager:
Suzanne Schaffer



Sylvia Strobel



**Amanda Rothstein -
Manager, Direct
Membership
Fundraising**



Manager:
Bob Breck



Nick
Kereakos

