



Mid-Level Giving Officer 2026

Department: Development

Status: Full-Time

Application submission end date: Open until filled

Background

As a 100% community-supported organization, CapRadio's Development and Engagement team plays a critical role in sustaining our public service mission by interacting with our members, maintaining donation records, creating personalized touchpoints and communications, and strengthening the connection we have with our community. This is an exciting opportunity to join a growing, collaborative team that is building a strong and sustainable future for public media in the region.

Who we're looking for

Reporting directly to the Associate Director of Donor Development, the Mid-Level Giving Officer (MLO) is responsible for executing donor engagement, cultivation and stewardship strategies to achieve donor retention and donor revenue goals. This role regularly interacts with assigned donors by telephone calls, email, and personal mail to effectively grow individual giving support and our mid-level donor program. The MLO stewards assigned donors, and within that group cultivates donors with a tiered approach, developing authentic, lasting relationships to deepen engagement and grow financial support of CapRadio.

The ideal candidate will be a curious, independent self-starter who can effectively collaborate with others to achieve individual and organizational fundraising targets. Candidates with a background in fundraising, as well as membership programs, who also have experience creating communications strategies and implementing stewardship are preferred. Attention to detail, effective project management skills, and experience with CRM systems and databases are key qualities for this position. Strong speaking and writing skills are critical. Familiarity with major gifts programs and public media fundraising, in addition to NPR and CapRadio's local news and music offerings, is highly desirable.

If this sounds like you, then you should apply for CapRadio's Mid-Level Giving Officer!

Position Responsibilities:

- Develop and maintain relationships with 500-700 of CapRadio's mid-level donors across multiple channels—including phone, email, and mail - to strengthen donor relationships, increase retention, grow year-over-year giving, and meet revenue goals.
- Support team outreach efforts, as assigned by the Associate Director of Donor Development.
- Encourage support from assigned donors during key fundraising campaigns, including seasonal drives, calendar and fiscal year-end appeals, and Big Day of Giving.

- Maintain accurate and timely donor records, including engagement activity and donor insights, within the donor database to support relationship management and organizational continuity.
- Support donor cultivation and stewardship through strategic participation in CapRadio events, in-person programs, and other face-to-face engagement opportunities.
- Provide regular activity reports, pipeline updates, and strategic insights to the supervisor regarding donor engagement, upcoming solicitations, and portfolio progress.

Skills, Experience, and Special Requirements:

- Three or more years previous work experience in customer interactions, including 2 or more years of fundraising or development experience.
- Excellent written communication skills for email and handwritten correspondence.
- Experience in creating verbal rapport with donors by phone.
- Strong can-do attitude, with an emphatic nature that is flexible in response to changing circumstances and needs at the station, in donors' lives and in the world.
- Be sensitive to donors' questions, communication styles, and philanthropic interests.
- Provide prompt follow-through on donor inquiries.
- Strong interpersonal skills, attention to detail and proficiency in CRMs (e.g., Raiser's Edge, Salesforce, etc.).

Background Check

CapRadio will require employment and education verification for the new hire

Location

This position is primarily on-site in Sacramento, California, with one remote day per week available after successful completion of the onboarding period

Salary

The compensation for this role is \$62,000-65,000 annually.

CapRadio also offers:

- Competitive medical, dental, and vision insurance
- Retirement plan
- Paid holidays
- Flexible Vacation
- Paid sick leave
- Group life insurance
- Flexible spending plan for health and dependent care

Apply

Please upload your resume and cover letter on www.capradio.org/careers

You can address your letter to the hiring manager for this position, Leslie Oberst, Associate Director of Donor Development.

Applicants with disabilities may request and receive reasonable accommodations to apply for the position. If you have any inquiries or trouble submitting your application materials to the link, please contact us at careers@capradio.org or call 916-278-8992

CapRadio
Attn: Human Resources
7055 Folsom Blvd.
Sacramento, CA 95826

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