

# DIVINE MERCY RADIO ORGANIZATION CHART

OPERATIONS & ADMIN	ENGINEERING	PROGRAMMING	FUNDRAISING	COMMUNITY OUTREACH	VOLUNTEERS
Business Manager	Studio & Tower Site Equipment	On-Air Production & Branding	On-Air Pledge Drives & Direct Mail Campaigns	Community Calendar	Volunteer Orientation
Accounting	FCC Compliance, Filings & Licensing	Local Program Producer	Sponsorship/ Underwriting	Parish & School Communications	Volunteer Schedule Coordination
Tax Preparation	Coordinate Radio Automation & Local Production Needs	EWTN Programming Liaison	Parish Pledge Drives	Website, Mobile App, & Social Media	Liaison for Staffing Needs & Training

## TASKS & SKILLS NEEDED

QuickBooks Online	Windows Computer Programming	Writing Skills to compose spots	Write, Edit & Produce Direct Mail Fundraising letters (twice a year)	Manage Social Media	Manage Volunteer Database
Bookkeeping	Network Diagnostics (Internet Protocol)	Professional Voice-Over Training	Generate, Negotiate & Execute Underwriting Sponsorships	Write or Edit Info, Newsletters (Friendraisers)	Parish Liaison—find & manage volunteers at parish events
Trained in Excel and/or Databases	Audacity or Audio Editing Software	Record and produce spots	Grant Identification and Proposal Writing	Organize Parish and School Events	School Liaison—find & manage volunteers at school events
Liaison for Website Updates	Tower Site Maintenance		Manage Donor & Underwriter Databases	Photographer for events	
			Coordinate Donor Events: Dinners, Speaking	Eblast software skills	

## VOLUNTEER INFO NEEDED *(Please print!)*

Name \_\_\_\_\_ Email \_\_\_\_\_ Cell \_\_\_\_\_  
 Address, City, Zip \_\_\_\_\_ Parish \_\_\_\_\_