

Coordinator III – Gift Manager

Position Details

Job Code: U7400

Reference Code: A479

Division/Unit: Vegas PBS

Classification: Professional-Technical

Terms of Employment: [Step 40 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position functions to develop and implement strategies to obtain major gifts (gifts in excess of \$1,000) and estate gifts from donors to Vegas PBS. This position works closely with the Vegas PBS President and General Manager and Southern Nevada Public Television (SNPT) Board Members. This position is directly responsible to the President and General Manager or designee, Vegas PBS.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Prospects, researches, and solicits high-net worth individuals with the means, interest, and desire to make major (over \$1,000) and estate gifts to Vegas PBS.
2. Establishes budget goals in consultation with management and develops strategies to reach them.
3. Prepares written materials, including correspondence, solicitation materials, acknowledgements, and regular communications as part of the stewardship program. Prepares marketing materials including brochures, articles, newsletters, ads, and on-air announcements to promote the concept of major giving to Vegas PBS.

4. Establishes and maintains a donor cultivation cycle and gift stewardship program to ensure that new major donors are developed, are provided with opportunities to increase their level of support annually, and enjoy a close relationship to the station.
 5. Serves as primary liaison with Planned Giving Council. Works with this council to develop levels of support. Develops strategies to facilitate personal solicitation of prospects by committee members.
 6. Serves as the primary liaison for other giving circles and major or mid-level gift councils. Works with these entities to develop levels of support, scholarship funds, and other gift giving initiatives. Develops strategies to facilitate personal solicitation of prospects by SNPT Board and council members.
 7. Coordinates major gift cultivation and recognition events.
 8. Maintains major donor prospect and donor records on the station database.
 9. Promotes a collegial atmosphere within the Institutional Gifts and Philanthropy Department, working cooperatively with all staff to help them and the department attain overall financial and advancement goals.
 10. Prepares proposals based upon current tax laws and financial planning statutes to structure such gifts for the maximum benefit of the donor, family members, and Vegas PBS.
 11. Maintains awareness of current federal tax laws, Internal Revenue Service (IRS) regulations, accounting rules, and estate planning strategies.
 12. Performs other duties related to the position, as assigned.
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Position Expectations

1. Must embrace, actively support, and develop the corporate culture of teamwork, diversity and inclusion, integrity, excellence, and service.
 2. Ability to maintain a flexible work schedule, including some evenings and weekends.
 3. Excellent interpersonal, organizational, and personal and written communication skills.
 4. Knowledge of word processing and spreadsheet programs and general familiarity with database programs.
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Position Requirements

Education and Training

An earned bachelor's degree from an accredited college or university or currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications

None specified.

Experience

1. Satisfactory service in corresponding or related positions or five (5) years of successful supervisory experience related to the administrative position.
2. Five (5) to seven (7) years of non-profit gift planning, non-profit fundraising, financial planning, or legal experience.
3. Verifiable experience in raising donations of \$1,000 or more.

Preferred Qualifications

1. Master's, Doctor of Philosophy (PhD), or Juris Doctor (JD) degree to commensurate experience.
2. Professional certification, Chartered Life Underwriter (CLU), Certified Financial Planner (CFP), Master of Laws (LLM), Certified Public Accountant (CPA).
3. Exemplary written and verbal skills and experience in making presentations before groups and individuals; skilled in interacting with donors, attorneys, accountants, financial analysts, planners, and family members.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law. Here at Clark County School District we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity we have the power to reflect the community we serve.

Job Revision Information

- Revised: 04/22/22
- Created: 09/18/08