

Coordinator II – Vegas PBS Donor Stewardship

Position Details

Job Code: U7401

Reference Code: A496

Division/Unit: Vegas PBS

Classification: Professional-Technical

Terms of Employment: [Step 39 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position plans and facilitates donor cultivation and stewardship events for major donors, the Charlotte Hill Society and the Silver Legacy Society. This position is also responsible for engaging a portfolio of current annual fund donors, coordinating with Corporate Sponsorship for any benefits that individual donors are needing, partnering with Marketing Communications on the development of collateral donor materials and donor-focused communications, and other stewardship activities. This position is directly responsible to the Vegas PBS Major Gifts Development Director. This position assists the Major Gifts team and collaborates with the Development team as needed.

Essential Duties and Responsibilities

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

1. Coordinates with the Major Gifts Development Director and Gift Officers to implement ongoing relationship cultivation and year-round stewardship engagement plans with assigned donor segments for the purpose of donor retention and inspiring upgraded donor support.

2. Oversees the implementation of Major Donor related events such as the Charlotte Hill Society, the Silver Legacy Society, and other donor cultivation and stewardship and recognition events as assigned throughout the year.
3. Assists with developing and implementing engagement fundraising strategies to enhance philanthropy for current and prospective Charlotte Hill Society or Silver Legacy Society donors.
4. Develops and maintains a portfolio of donors for the purpose of retention and upgrading philanthropy; donor segments including silent auction donors, membership trip donors, in-kind event vendors, and other membership prospects would be included.
5. Assists the Major Gifts Development Director and Gift Officers in implementing a stewardship plan for all multi-year individual donors.
6. Coordinates and provides support to the Major Gifts Development Director and Gift Officers with a focus on administrative and fundraising support for event logistics and donor stewardship efforts.
7. Coordinates and maintains timely donor activities within the Customer Relationship Management (CRM) database, provides statistical reports on stewardship activities, and edits and proofs data needed for stewardship activities.
8. Coordinates the production and distribution of records of donor acknowledgment correspondence, donation forms, invitations, and other communications for donors and prospects.
9. Coordinates internal development team meetings for the purpose of donor stewardship discussions, notifies attendees, and sends reminders on behalf of the Major Gifts Development Director and Gift Officers, including organizing and preparing meeting spaces for conference calls and telecommunication.
10. Attends meetings of the Southern Nevada Public Television Planned Giving Council, donor events, as well as Major Gift, and departmental meetings.
11. Prepares agendas, correspondence, reports, and other requested stewardship documents as required by the Major Gifts Development Director and Gift Coordinators, maintaining a high level of confidentiality.
12. Oversees inventory and budget for food and beverage for designated meetings, and donor events while ensuring meeting/event spaces are set up in advance.
13. As needed, coordinates with and supports the work of other departments and committees to meet organizational goals.
14. Manages and maintains confidential information.
15. Collaborates with Major Gifts Development Director and Gift Officers in implementation of development plan, including department workflow,

- coordination and prioritization of timelines; track deadlines for projects including print production.
16. Collaborates with the Gift Officers in all gift processing, documentation, and acknowledgments.
 17. Coordinates, trains, and supervises volunteers used in department projects and events.
 18. Supports committees (development, gala, and councils) by devising agendas, refining meeting materials, follow up details, and action items.
 19. Focuses on increasing effectiveness and supports all work related to prospect management and dedicated to increasing revenue goals.
 20. Submits reimbursement forms, invoices, travel expense reports, tech requests, and receipts to budget and finance office and follows up as needed to ensure that they are processed in a timely manner.
 21. Manages budget for donor stewardship.
 22. Performs other duties related to the position, as assigned.
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Position Expectations

1. Knowledge to embrace, actively support, and develop the corporate culture of teamwork, diversity and inclusion, integrity, excellence, and service.
 2. Knowledge of word processing and spreadsheet programs and general familiarity with database programs.
 3. Knowledge of non-profit organizational practices and fundraising.
 4. Skilled in diplomacy, judgment, leadership, and problem solving.
 5. Possess verbal, written, analytical, and persuasive presentation skills and the ability to interact effectively with all types of personalities, in addition to all levels of employees, sponsorship prospects, existing customers, and outside agencies.
 6. High level of self-confidence, initiative, and motivation.
 7. Ability to cultivate, steward and solicit current donors.
 8. Ability to work independently and effectively with others.
 9. Ability to recruit and train volunteers.
 10. Ability to work under pressure, meet deadlines and manage more than one (1) project at a time.
 11. Ability to function effectively as a team member and a willingness to participate in activities and assignments that help meet the goals/objectives of the department.
 12. Ability to maintain a flexible work schedule, including some evenings and weekends.
 13. Ability to recognize and report hazards and to apply safe work methods.
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Position Requirements

Education and Training

An earned bachelor's degree from an accredited college or university in Business Administration, Arts, Humanities, Social Science, Non-Profit Management, or related field; or,
Currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications

A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

Experience

1. Satisfactory service in corresponding or related positions.
2. Three (3) years of verifiable experience in event planning and/or communications or a related field.
3. Successful performance in the position held at the time of application.

Preferred Qualifications

1. Two (2) years of successful supervisory experience.
2. Three (3) years of verifiable work history with major donors, fundraising and/or public media.

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, 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

- Created: 04/24/24