

# Vegas PBS – Fundraising / Event & Communication Assistant

## Position Details

Class Code: 4816

Job Family: Broadcast/Communications

Classification: Support Professional

Terms of Employment: [Pay Grade 51 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under general direction, performs complex fundraising, event planning, and communication duties in support of Development Department staff.

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## Essential Duties and Responsibilities

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

1. Performs fundraising duties including donor thank you calls/notes, renewal letters, research, problem resolution, and gift stewarding.
2. Plans/executes events, including donor tours, major gatherings featuring public television personalities, studio recordings for fundraising campaigns, Women's Engagement Council, planned giving seminars, etc.
3. Receives/relays information with clients, vendors, donors, sponsors, potential members, and Board members and refers to appropriate administrative staff, when necessary; accepts messages for Development Department staff.
4. Provides customer service for clients, donors, sponsors, Board members, and Fundraising Department staff daily.

5. Attends Southern Nevada Public Television (SNPT) Council and committee meetings; records/transcribes minutes; prepares agendas and meeting packets; incorporates committee chair's edits and secures approval before posting.
  6. Maintains fundraising databases (Allegiance Constant Contact, ProTrack, etc.) and other systems to enter/update member data, communicate with donors/prospects, and run reports, as needed.
  7. Prepares post-event analyses of attendance, revenue, expenses, and follow-up activities.
  8. Maintains calendar; coordinates appointments, meetings, tours, seminars, events, and travel.
  9. Plans, organizes, and prioritizes work; works independently.
  10. Interprets, explains, and applies written/verbal instructions, procedures, and regulations.
  11. Conforms to safety standards, as prescribed.
  12. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

Completes complex secretarial duties pertaining to Vegas PBS fundraising/events while exercising substantial independent judgement.

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## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Embraces, supports, and develops the corporate culture of teamwork, diversity, integrity, inclusion, excellence, and service.
2. Knowledge/experience in event planning and working with donors.
3. Knowledge/experience in using fundraising or constituent relationship management databases (i.e., Raiser's Edge, Salesforce, Allegiance, etc.)
4. Knowledge of secretarial practices, office machines, and recordkeeping/accounting.
5. Knowledge of Clark County School District operations in relation to Vegas PBS.
6. Knowledge of state/federal Open Meeting Law requirements.
7. Ability to deal tactfully/diplomatically with people.
8. Ability to set-up and maintain databases.
9. Ability to schedule appointments and manage calendars.
10. Ability to set/schedule travel plans.
11. Ability to plan, organize, and prioritize work; able to work independently.

12. Ability to interpret, explain, and apply written/verbal instructions, procedures, and regulations.
  13. Ability to keep information confidential and maintain an ethical attitude.
  14. Ability to perform editorial checking for spelling, punctuation, and grammar.
  15. Ability to work under pressure, meet short deadlines, and shift suddenly to new tasks as priorities change.
  16. Ability to develop letters/reports in conformance with given principles of style.
  17. Ability to concentrate on accuracy of details.
  18. Ability to prepare complex reports, on own initiative or as directed.
  19. Ability to work flexible hours/shifts.
  20. Ability to recognize/report hazards and apply safe work methods.
  21. Exceptional organizational skills, including accuracy and attention to detail; able to use said skills when receiving/relaying information over the phone.
  22. Ability to judge when to act independently and when to refer situations to a supervisor.
  23. Possess physical and mental stamina commensurate with the responsibilities of the position.
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## **Position Requirements**

### **Education, Training, and Experience**

1. High school graduation or other equivalent (i.e., General Education Development (GED), foreign equivalency, etc.)
2. Two (2) years' experience in event planning and execution, including database entry/management using fundraising or constituent relationship management databases (i.e. Raiser's Edge, Salesforce, Allegiance, etc.)
3. Three (3) years' secretarial/clerical experience involving public contact.

### **Licenses and Certifications**

A valid driver's license or state-issued identification card.

### **Preferred Qualifications**

1. Proficient in Microsoft Office, including Word, Excel, PowerPoint, and Outlook.
  2. Experience working with donors.
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## **Document(s) Required at Time of Application**

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.)

2. Copy of a valid driver's license or state-issued identification card.
  3. Specific documented evidence of training and experience to satisfy qualifications.
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## Examples of Assigned Work Areas

Vegas PBS offices/departments.

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## Work Environment

### Strength

Sedentary/light - exert force up to 25 lbs., occasionally/frequently/constantly.

### Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

### Environmental Conditions

Climate-controlled office setting with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

### Hazards

Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment.)

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## Examples of Equipment/Supplies Used to Perform Tasks

Computers, printers, copiers, calculators, fax machines, telephones, filing cabinets/equipment, etc.

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## **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**

- Revised: 07/20/23
- Created: 07/22/14