

CLARK COUNTY SCHOOL DISTRICT

Human Resources Unit

DIRECTOR I – DEVELOPMENT-INSTITUTIONAL SPONSORSHIP AND PHILANTHROPY

Reference Code: A811

Division: Vegas PBS

Classification: Professional-Technical

Terms of Employment: Range 42 of the Unified Administrative Salary Schedule, 12 Months

FLSA STATUS: EXEMPT

POSITION SUMMARY: This position will serve as the responsible line and staff administrator for development. This position is directly responsible to the General Manager, Vegas PBS.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

1. Develop and supervise continuing community-wide revenue producing campaigns from for profit, nonprofit, and government institutions using direct mail, telemarketing, proposal writing, sale of electronic and print media, media kits, special events, social media, and personal solicitations.
2. Develop and execute an ongoing plan for securing sponsorship of public service media programs, local media productions, educational media services, community outreach workshops, workforce development training, student scholarships, celebrity speakers, capital equipment, and other Vegas PBS activities from associations, corporations, unions, foundations, and state or federal agency grants.
3. Develop marketing strategies and sales materials designed to maximize support for Vegas PBS activities using data and contacts from Neilsen, Scarborough, Media Audit, Foundation Center, and other research sources.
4. Train, motivate, and supervise sales and grant writing staff to implement institutional giving strategies through personal solicitation, grant requests, accountability reports, and social events.
5. Develop and supervise plans for foundation, corporate, and governmental financial support in cross-platform presentations using TV, cable, the Internet, social media, and print advertising.
6. Prepare, manage, and monitor revenue and expenses of the Institutional Philanthropy Development budget.
7. Keep abreast of changing national and local trends in institutional giving, Internal Revenue Service (IRS) regulations, state laws, and Corporation for Public Broadcasting (CPB) requirements. Attend seminars intended to maintain currency in these areas.
8. Represent Vegas PBS at community events attended by other nonprofit executives, business leaders, union leaders, foundation executives, elected officials, and community leaders.
9. Perform other duties related to the position, as assigned.

POSITION REQUIREMENTS:

Education and Training:

An earned bachelor's degree from a regionally-accredited college or university 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. Five (5) years of satisfactory service in a corresponding or related position managing a corporate sales team and organizing the solicitation of foundation and government grants.
2. Five (5) years of successful supervisory experience managing people, budgets, and databases related to the administrative position.
3. Demonstrated experience with designing data-driven marketing programs directed to advertising agencies.

4. Experience indicating ability to develop personal relationships with individual decision makers that lead to significant institutional investments.
5. Experience working with a board and coordinating the preparation of agendas, minutes, and arrangements.
6. Successful past experience making written and oral presentations to agencies and boards.

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

An Affirmative Action/Equal Opportunity Employer

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.