

CLARK COUNTY SCHOOL DISTRICT

Human Resources Unit

DIRECTOR I – DEVELOPMENT-INDIVIDUAL GIFTS AND PHILANTHROPY

Reference Code: A810

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 individuals using on-air promotion, direct mail, telemarketing, social media, proposal writing, special events, and personal solicitations.
2. Develop and execute an ongoing plan for annual gifts, mid-level giving clubs, major gifts, capital gifts, and planned gifts from individuals.
3. Develop and implement plans to recruit and utilize volunteers in the development activities of the station, including pledge drives, special event fund raisers, donor cultivation events, and donor recognition events.
4. Supervise development and procedural functions of the computerized membership system to maintain donor records, customize appeals, manage relationships, respond to accounting requirements, and comply with Internal Revenue Service (IRS) regulations.
5. Develop and supervise plans for foundation, corporate, and governmental financial support of individual giving in cross-platform presentations using TV, cable, the Internet, social media, and print advertising.
6. Prepare, manage, and monitor revenue and expenses of the Individual Philanthropy Development budget.
7. Keep abreast of changing national and local trends in individual giving, IRS regulations, postal regulations, state laws, and Corporation for Public Broadcasting (CPB) requirements.
8. Recruit trust and estate experts for the Southern Nevada Public Television Planned Giving Council and coordinate all Council agendas and member activities.
9. Represent Vegas PBS at community events attended by major donors and nonprofit executives, business leaders, union leaders, foundation executives, elected officials, and community leaders.
10. 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 dealing with soliciting and building relationships with individual investors or donors.
2. Five (5) years of successful supervisory experience managing people, budgets, and databases related to the administrative position.
3. Demonstrated experience with marketing programs directed to individuals.
4. Experience indicating ability to develop personal relationships with individuals that lead to significant institutional investments.

5. Experience managing a database system to maximize revenue.
6. Experience planning and executing large scale fund raising or investor events.

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.