

**CLARK COUNTY SCHOOL DISTRICT
HUMAN RESOURCES DIVISION**

COORDINATOR III – GIFT MANAGER

Reference Code: A479

Division: Vegas PBS

Classification: Professional-Technical

Terms of Employment: Range 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 General Manager and Southern Nevada Public Television Board Members. This position is directly responsible to the Director of Development.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

1. Prospect, research, and solicit high net worth individuals with the means, interest, and desire to make major (over \$1,000) and estate gifts to Vegas PBS.
2. Establish budget goals in consultation with management and develop strategies to reach them.
3. Prepare written materials, including correspondence, solicitation materials, acknowledgements, and regular communications as part of the stewardship program. Prepare marketing materials including brochures, articles, newsletters, ads, and on-air announcements to promote the concept of major giving to Vegas PBS.
4. Establish and maintain 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. Serve as primary liaison with Planned Giving Council. Work with this council to develop levels of support. Develop strategies to facilitate personal solicitation of prospects by committee members.
6. Serve as the primary liaison for other giving circles and major or mid-level gift councils. Work with these entities to develop levels of support, scholarship funds, and other gift giving initiatives. Develop strategies to facilitate personal solicitation of prospects by Board of School Trustees and council members.
7. Coordinate major gift cultivation and recognition events.
8. Maintain major donor prospect and donor records on the station database.
9. Promote a collegial atmosphere within the Development Department, working cooperatively with all Development Department staff to help them and the department attain overall financial and advancement goals.
10. Prepare 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. Maintain awareness of current federal tax laws, IRS regulations, accounting rules, and estate planning strategies.
12. Perform other duties related to the position, as assigned.

POSITION EXPECTATIONS:

1. Ability to maintain a flexible work schedule, including some evenings and weekends.
2. Excellent interpersonal, organizational, and personal and written communication skills.
3. Knowledge of word processing and spreadsheet programs and general familiarity with database programs.

POSITION REQUIREMENTS:

Education and Training:

An earned bachelor's degree from an accredited college or university in management, finance, accounting, investment, fundraising, or a 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, 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 Degree, PhD, or JD 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.

Equal Employment Opportunity – Affirmative Action

The Clark County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability and shall extend to working conditions, training, promotion, and terms and conditions of employment.