

NEVADA PUBLIC RADIO®

DONOR RELATIONS MANAGER Position Description

June 2019

Summary

Nevada Public Radio is seeking a creative and energetic development professional to assist in the expansion of major donor revenue. The Donor Relations Manager possesses a well-rounded set of competencies and is a skilled and effective communicator, results-oriented professional and an enthusiastic, visible community ambassador for a statewide public media organization.

The Donor Relations Manager is responsible for identifying, cultivating, soliciting, and stewarding donors who make major level gifts to support the mission of Nevada Public Radio. This position will primarily focus on activities to complete the \$6M Give Voice Major Gift Initiative before the end of 2020.

This position reports to the Director of Major Gifts. The successful candidate in this position believes in the mission, power and potential of public media and will thrive in an environment where curious, creative people do meaningful work.

Duties and Essential Job Functions:

- Maintains a personal portfolio of current and prospective individual, corporate and/or foundation major donors, minimum of 125; develops and executes cultivation plans for major donors including lapsed and prospective donors in portfolio.
- Responsible for the consistent and effective use of Allegiance/WealthEngine, including updating database with accurate coding and detailed notes regarding current and prospective donors, to serve as the electronic repository of institutional history of donor communications.
- Plans, develops and executes major giving cultivation and recognition events.
- Nevada Public Radio will celebrate 40 years of service in 2020. The Donor Relations Manager will be closely involved in planning and leveraging commemorative events as revenue opportunities.
- Utilizes research tools to identify top current donors for major gift upgrades and top prospective major donors.
- Identifies and acts on grant opportunities, maintains records and tracks reporting processes.
- Enlists the involvement of members of NVPR staff, President + CEO, Board of Directors and others as directed to successfully steward and cultivate major donors.
- Works with President + CEO and Director of Major Gifts to set strategy and meet the objectives of capital level fundraising for NVPR.
- Facilitates excellent communications across departments, among employees, with the Board, with the public, with relevant national organizations, and with suppliers; fosters open and candid relationships with NVPR donors; manages conflict constructively.
- Promotes a collegial and mutually respectful atmosphere within the development department and the organization.
- With the Director of Major Gifts, directly supports the effectiveness of the President + CEO in major gift solicitation.
- As necessary, works with the members of the NVPR Board of Directors and external stakeholders in efforts to benefit the organization.

- Serves as an excellent and effective ambassador for NVPR, both formally and informally.
- Participates in membership campaigns and other fundraising and organizational events as directed.

Knowledge, Skills and Abilities:

- A high level of commitment and dedication to the mission of Nevada Public Radio (NVPR) and personally invested in its overall success.
- Ability to effectively solicit individuals, businesses and foundations in person, on the phone and via written communication.
- Demonstrated competence, tenacity, efficiency, diplomacy and strategic thinking in regards to fundraising and the financial goals of the organization.
- Skill and comfort in developing and maintaining meaningful relationships with donors, vendors and partners to fully monetize relationships for the benefit of the station and its revenue objectives.
- Demonstrated ability to perform essential job functions with the highest standards of personal integrity and professional standards relating to philanthropy, and an affinity for the ethical standards of journalism. Ability to preserve confidentiality appropriately and steward resources with prudence and accountability.
- Superb interpersonal and communication skills, in writing and orally, and the ability to relate to donors at all levels with a high level of energy and obvious enthusiasm for the work of NVPR. Outgoing and friendly with co-workers and demonstrates an appropriate sense of humor.
- Confident computer skills and knowledge of spreadsheet, word processing, and proprietary donor management software.
- Understands budgeting, especially as it relates to overall event planning and execution, and able to plan and manage event budgets appropriately.
- Demonstrated experience in maintaining multiple projects concurrently.

Requirements:

- Bachelor's degree and a minimum of three (3) years of relevant experience in major or annual giving. Knowledge/experience in public media is not required but is a huge plus.
- Experience in grant management, from identification through final reporting, is not required, but is preferred.
- Exceptional communication skills are required. Must be able to write and speak clearly and effectively in fluent English with donors, Board of Directors, management, peers and all other NVPR stakeholders.
- Knowledge and experience in the use of all components of Microsoft Office as well as experience with the structure and use of fundraising/donor management database systems is required.
- Must have a poised and professional presence including appropriate attire.
- Must have valid and current driver's license and reliable transportation; must be able to travel for work overnight and on weekends.
- Must be able to work outside the normal business day with expanded hours including early mornings, nights and weekends.
- Must have an existing professional network in Southern Nevada; professional network in Reno/Sparks are is not required but is considered highly valuable.

Salary

Commensurate on experience; full-time, exempt position with excellent benefits package and incentive program.

Application Process

Deadline: Open until filled

To Apply: Send a cover letter stating interest, salary/wage history and source where you learned of the open position; and include your resume and three professional and/or educational references.

Mail, E-Mail or Fax to:

Nevada Public Radio
1289 S. Torrey Pines Dr.
Las Vegas, NV 89146

Email: jobs@nevadapublicradio.org

Fax: 702-258-5646

Please No Phone Calls

Applicants considered for this position will be required to submit to a background check.

All Nevada Public Radio employees are asked to sign their understanding of and compliance with our Employee Handbook upon acceptance of an offer of employment. This document covers the benefits available to NVPR employees, our policies and procedures and our commitment to providing a safe, inclusive, non-discriminatory and welcoming work environment.

As stated in the NVPR Employee Handbook, Nevada Public Radio requires attendance by all employees at many station events including, but not limited to, the four weeks throughout the year when on-air fundraising campaigns are held. Vacation requests during these times will not be granted, except under extraordinary circumstances as approved by the CEO.

In addition, upon acceptance of an offer of employment, the successful candidate will be asked to sign in acknowledgement of receiving, reviewing and understanding of the responsibilities and essential functions of the position as stated and the at-will status of the position.

Nevada Public Radio is an Equal Opportunity Employer