

NEVADA PUBLIC RADIO®

Mid-Level Giving Officer Position Description

Why work with us? Nevada Public Radio's mission is to enhance the quality of life and foster civic engagement by informing, educating and inspiring our growing audiences. Nevada Public Radio operates a statewide media network that empowers people to be more engaged with their community. The Development department has an essential responsibility to work with listeners, members, businesses and the community to fund everything audiences value from News 88.9 KNPR, Classical 89.7 KCVN, Desert Companion magazine and Fifth Street.

Summary

The Mid-Level Giving Officer is responsible for developing and managing a mid-level giving program to identify and qualify prospects for major giving. This position focuses on establishing relationships with existing donors and forming new relationships with prospects to grow revenue and report on results.

This position will report to the Director of Membership.

Duties and Essential Job Functions

- Identify and contact giving prospects.
- Develop and manage a mid-level giving program.
- Identify and qualify prospects for major giving.
- Manage portfolio of 400-600 mid-level donors.
- Steward, qualify and work to retain new mid-level donors.
- Consistent and effective use of Neon, 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.
- Participates in the planning, preparation and execution of mid-level and major giving donor relation events to meet the objectives of the Development Department.
- In collaboration with Membership Team, create a communication plan and donor journey for Leadership Circle program to include direct mail, email, and other channel touchpoints to drive deeper engagement and increase lifetime value.
- Creates monthly reports, as required by management, that accurately reflects Leadership Circle program activity and performance, as well as caseload activity and performance.
- Produce, review and format lists from the database for solicitations, print mailings, and event invitations.
- Serving as an excellent and effective ambassador for NVPR, both formally and informally.

Knowledge, Skills and Abilities

- Demonstrating competence, tenacity, efficiency, diplomacy and strategic thinking applied to deliver on the fundraising and financial goals.
- Must have superb writing and presentation skills and the keen ability to relate to members at all levels.

- Excellent communication and interpersonal skills.
- Ability to analyze and interpret data.

Requirements

- Bachelor's degree preferred and/or at least two years of relevant experience in member relations or annual giving.
- Strong experience with Neon or other donor management software is a plus.
- Must have valid and current driver's license.
- Solicitation experience not required but helpful.
- Must be able to work extensive hours during key events, including nights and weekends.
- Must be comfortable talking and interacting with people via phone and in person.

Salary

Commensurate on experience, Full-Time, Exempt

Application Process

Deadline: Open until filled

To Apply: www.knpr.org/apply

If you are unable to apply online, you can send to the below.

Mail, E-Mail or Fax to:

Nevada Public Radio

Attn: Human Resources

1289 S. Torrey Pines Dr.

Las Vegas, NV 89146

jobs@nevadapublicradio.org

Fax: (702) 258-5646

Applicants considered for this position may 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. 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. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected veteran status, age, or any other characteristic protected by law.

PLEASE NOTE: All Nevada Public Radio employees and interns must receive both doses of the Moderna or Pfizer COVID-19 vaccine, or the single-dose Johnson & Johnson COVID-19 vaccine and any approved boosters, unless granted an exemption for medical or religious reasons.