



Coordinator III, Community Engagement, Fundraising and Development

Position Details

Job Code: U7402

Reference Code: A442

Division/Unit: Community Engagement

Classification: Professional-Technical

Terms of Employment: [Step 40 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position functions on the acquisition of new donors, renewal and upgrade of current donors for strategic projects benefiting the Clark County School District (CCSD). This position is responsible to the Director, Community Engagement Department, Engagement Unit.

Essential Duties and Responsibilities

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

1. Creates and executes a comprehensive development/sponsorship plan to solicit current and new high-level prospects, to increase the number of corporate, foundation, and individual donors and unrestricted donations to meet specific annual fundraising targets.
2. Supports the preparation of accurate, accessible, and attractive quarterly reports and campaign progress reports for the leadership team and board committees.

3. Builds and maintains key influential relationships in the community that will lead to the development of possible sponsorships, partnerships, Adopt a School opportunities, mentors, and/or volunteers.
 4. Directs impactful and accurate gift processing and donor relations, ensuring timely gift acknowledgments.
 5. Partners with the marketing team to ensure mission achievements are shared, communications are on brand, and sponsors are recognized.
 6. Leads various projects (e.g., grant applications, impact reports, speaking opportunities, external meetings) to ensure positive outcomes.
 7. Aligns CCSD with community organizations, individuals, and groups who share common goals and ideals.
 8. Provides analysis and feedback to optimize partnerships and fundraising efforts for partners/sponsors and CCSD.
 9. The position will be tasked with fostering relationships through attendance at networking events, community organization meetings, etc.
 10. Builds strong relationships to develop, assess, message and document meaningful annual giving donor opportunities that will strengthen the major donor pipeline.
 11. Records donations on an ongoing basis in the Sales Force; generates acknowledgments and thank you letters; designs and runs reports; and assists with database maintenance.
 12. Collaborates with and supports the Director by facilitating a positive impact on public perception and engagement with business partners and programs to support CCSD.
 13. Monitors and evaluates the Community Engagement Department and related activities for effectiveness and operational efficiency.
 14. Manages, develops, and implements community engagement initiatives and programs that successfully work with diverse communities and populations.
 15. Performs other tasks related to the position, as assigned.
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Position Expectations

1. Knowledge and understanding of CCSD curriculum and standards.
2. Knowledge of federal, state, local mandates, laws, policies, regulations, and rules applicable to CCSD and the unit.
3. Knowledge and understanding of the nationally recognized standards of community involvement.
4. Knowledge of educational needs, goals, and objectives of CCSD.

5. Knowledge of local community resources for families and how to access services.
 6. Knowledge of and ability to work with complex initiatives or programs involving community and external audiences.
 7. Knowledge and experience with data entry systems and reporting.
 8. Knowledge of social media tools (e.g., Facebook, Twitter); knowledge of website management.
 9. Skilled in diplomacy, judgment, leadership, and problem solving, effectively working well with others.
 10. High-level of self-confidence, initiative, and motivation.
 11. Proficient in the use of various Google Apps, Microsoft Office programs, including Word, Excel and Outlook, and ability to use various databases.
 12. Attention to detail, project management skills, and being highly organized a must.
 13. Flexibility in varied job assignments.
 14. Willingness to pitch in when/where needed.
 15. Ability to work under pressure, meet deadlines, and manage more than one (1) project at a time.
 16. Ability to work within a multicultural community, recognizing the sensitive nature of collaborating with people of different cultural backgrounds and expectations.
 17. Ability to effectively communicate, verbally and in writing.
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Position Requirements

Education and Training

An earned bachelor's degree from an 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. Satisfactory service in a corresponding or related position or five (5) years of successful supervisory experience related to the administrative position.
2. Two (2) or more years of involvement and leadership in fundraising, community outreach, and relationship building.
3. Successful performance in the position held at the time of application.

Preferred Qualifications

1. An earned master's degree from an accredited college or university.
2. Bilingual (advanced writing/speaking/reading) English and Spanish.
3. Ability to translate texts of different levels of complexity into Spanish and English.

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

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Created: 01/12/24