



# Coordinator III – Vegas PBS, Planned Giving Officer

## Position Details

Job Code: U7402

Reference Code: A623

Division/Unit: Vegas PBS

Classification: Professional-Technical

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

FLSA STATUS: EXEMPT

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## Position Summary

This position will function with considerable autonomy in managing a portfolio of planned giving donors and prospects while serving as Vegas PBS' in-house resource for gift planning. The role is responsible for building and maintaining relationships with donors, legal and financial advisors, and professional networks to develop and implement strategic planned giving initiatives that support Vegas PBS' mission and long-term financial sustainability. This position is directly responsible to the Director II, Vegas PBS, Strategic Planning, Donor Relations, and Organizational Advancement.

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## Essential Duties and Responsibilities

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

1. Cultivates, qualifies, solicits, and stewards prospective and current donors in alignment with Vegas PBS' philanthropic goals and donor objectives.
2. Meet one-on-one with donor prospects and their advisors to clarify philanthropic goals, financial capacity, and permissible gift structures.

3. Prepares, presents, and negotiates gift proposals for both outright and deferred planned gifts (e.g., bequests, trusts, gift annuities).
4. Drafts, reviews, and executes gift arrangements, ensuring appropriate documentation, compliance, and internal approvals.
5. Maintains complete and current donor files, contact logs, tracking systems, and reports for all planned giving activities.
6. Designs and administers donor cultivation events, briefings, and recognition programs.
7. Coordinates and manages donor recognition and stewardship plans both immediate and long term.
8. Collaborates with Vegas PBS Membership department to integrate planned giving into overall donor strategies and pipelines.
9. Leads the development and execution of marketing and engagement materials to support the gift planning strategy (print, digital, web).
10. Provides training and orientation regarding planned giving for internal staff, board, and volunteers.
11. Stays current on legal, tax, and regulatory changes in estate planning, charitable giving, and nonprofit compliance.
12. Participates in local, regional, and national professional associations and networks related to planned giving.
13. Tracks, records, and reports all planned gift commitments, bequest expectancies, and revenue forecasts.
14. Works with internal finance, legal, and fundraising teams to administer planned gifts (payment schedules, tax filings, estate administration).
15. Oversees the disposition and management of planned gift estates and bequests.
16. Serves as liaison with donors, advisors, and legal counsels on complex gift and probate matters.
17. Represents Vegas PBS at donor cultivation events, luncheons, and with professional advisor groups.
18. Performs other duties related to the position, as assigned.

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## Position Expectations

1. Knowledge of applicable federal, state, and local statutes governing charitable giving, estate planning, and tax law.
2. Knowledge of principals, practices, and techniques of nonprofit fundraising, donor cultivation, and planned giving administration.
3. Knowledge of donor stewardship strategies and relationship management approaches for high-net-worth individuals.

4. Skills in preparing and delivering persuasive written and verbal proposals, reports, and presentations for internal and external audiences.
5. Skills in effectively using data management and customer relationship management systems and software applications such as Microsoft Office Suite.
6. Ability to apply analytical and problem-solving skills to address donor and Vegas PBS' needs.
7. Ability to handle confidential and sensitive information with discretion.
8. Ability to manage multiple tasks and projects concurrently while working independently demonstrating attention to detail and meeting deadlines.
9. Ability to demonstrate professionalism, diplomacy, and ethical conduct in all interactions.
10. Ability to engage in ongoing professional development, including participation in seminars, certifications, and continuing education related to planned giving.
11. Ability to work flexible hours, including evenings, weekends, and occasional travel, to support donor events, meetings, and organizational functions.

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## **Position Requirements**

### **Education and Training**

An earned bachelor's degree from an accredited college or university in nonprofit management, business administration, finance, public administration, communications, marketing, economics, philanthropy, estate planning, or a related field; or, Currently serving as a professional-technical employee with the Clark County School District.

### **Licenses and Certifications**

1. Applicant/employee must be able to provide their own transportation.
2. Must hold, or be able to acquire within one (1) year of hire into the position, Certified Financial Planner (CFP), Fellow in Charitable Estate Planning (FCEP), and Chartered Advisor in Philanthropy (CAP). Certification(s) must be maintained for the duration of the assignment.

### **Experience**

1. Satisfactory service in corresponding or related positions; or, Have previously demonstrated five (5) years of successful supervisory experience related to the administrative position.
2. Experience must include work in planned giving or charitable estate planning, major gifts or individual donor fundraising, financial planning or wealth

management, trust or probate administration, or related nonprofit development and donor relations functions. Experience working with high-net-worth individuals or professional advisors, and experience preparing proposals or documentation related to charitable contributions and gift vehicles, is preferred.

## **Preferred Qualifications**

1. An earned master's degree or juris doctor (JD) from an accredited college or university.
2. Three (3) or more years of professional experience in planned giving, major gifts fundraising, or estate planning.
3. Familiarity with or active engagement in professional associations related to planned giving such as the International Association of Advisors in Philanthropy, National Association of Charitable Gift Planners (NACGP), or Association of Fundraising Professionals (AFP).

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

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## **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, 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**

- Revised: 01/20/26
- Created: 11/24/25