



JOB DESCRIPTION

Title:	Leadership Giving Officer
Classification:	Regular/Full-Time/Exempt
Department:	Leadership Giving
Report To:	Associate GM - Philanthropy
Revised Date:	4/14/2026
Range:	\$68,640 - 75,000 annualized

Summary: Responsible for building and growing the Leadership Giving society and cultivating major and planned gifts by engaging, soliciting, and stewarding a portfolio of high-capacity donors. Our ideal team player has strong interpersonal skills, a donor-centric approach, and a passion for fostering meaningful relationships within our community.

Application Instructions: Visit kvie.org/employment for detailed job description and online application.

Essential Functions:

- Fosters membership in PBS KVIE's Leadership Giving Society (\$1,200+) with a focus on donors giving \$5,000+; solicits and stewards new members and renews/upgrades prior members.
- Identifies annual and major gift prospects and develops strategies for engagement.
- Builds and manages an active primary portfolio of 150 donors. This position is metric-driven, with fundraising goals set annually and aligned to the portfolio.
- Builds relationships, solicits and stewards gifts through various communication methods, (e.g. in-person, video calls, text, email.)
- Develops and presents compelling cases for support to move donors toward giving.
- Creates and manages fundraising proposals and reports.
- Identifies and engages donors in conversations about estate planning to help build the Legacy Circle of bequest donors.
- Supports special events for donors as needed.
- Collaborates with the Leadership Giving team to support overall fundraising goals and contribute to a culture of philanthropy.
- Performs other duties as assigned.

Qualifications

- Must be mission-driven and passionate about the role of public media.
- Proficiency in Microsoft Office Suite and constituent management (donor) databases.
- Clear, open, and proactive communication skills.
- Highly organized and detail-oriented with the ability to multi-task, prioritize, and manage time effectively to meet deadlines and portfolio metrics.
- Collaborative and works effectively with diverse stakeholders as a team.
- Positively and professionally represents PBS KVIE throughout the community.
- Demonstrated leadership skills with a commitment to diversity, inclusion, and employee development.
- Outstanding interpersonal skills with the confidence to discuss financial support with new and existing contacts.
- Experience managing a donor portfolio, building relationships, and soliciting gifts.
- Experience and creativity in planning donor-related events to engage and steward donors.
- Basic understanding of planned giving concepts, including bequests and other legacy gifts.



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Education/Experience

- BA/BS degree in Nonprofit Management or closely related field.
- Minimum of 5 years of experience in fundraising, donor relations, nonprofit development, or closely related field.

Special Conditions:

- Must have a valid California driver’s license and meet insurance standards.
- Available to work evenings and weekends as needed.
- Light local travel required.

Physical Requirements:

Description	0 – 24%	25 – 49%	50 – 74%	75 – 100%
<i>Vision:</i> Must be able to read computer screen for long periods of time and scrutinize various reports.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Hearing:</i> Must be able to hear well enough to communicate in person and by phone.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Manual Dexterity:</i> Must be able to write, type, and use phone system.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Standing/Walking</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Climbing/Stooping/Kneeling</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Lifting/Pushing/Pulling up to 30lbs.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Note: The physical requirements listed may be performed with or without reasonable accommodation.				

PBS KVIE EEO Policy: We are an equal opportunity employer and make employment decisions based on merit. Our practice is to hire the best available person for every job. Company policy prohibits unlawful discrimination based on race (including traits historically associated with race, such as hairstyles and textures), color, creed, sex (including pregnancy, childbirth, breastfeeding, reproductive health decision-making, or related medical condition), gender, gender identity, gender expression, sexual orientation, religion, marital status, registered domestic partner status, age, national origin (including immigration and/or citizenship status), ancestry, physical or mental disability, medical condition including genetic characteristics, military or veteran status, political activities/affiliation, or any other consideration made unlawful by federal, state, or local laws. We also prohibit unlawful discrimination based on the perception that anyone has any of those characteristics or is associated with a person who has been or is perceived as having any of those characteristics. PBS KVIE is an equal opportunity employer, and strictly prohibits unlawful discrimination by any employee, including managers, supervisors, and co-workers. All such discrimination is unlawful.