PBS KVIE

JOB DESCRIPTION

Title:	**Leadership Giving Assistant**
Classification:	Regular/Full-Time/Non-Exempt
Department:	Leadership Giving
Report To:	Associate GM - Philanthropy
Starting Rate:	$24 – 25.00 hourly
Revised Date:	10/09/2026

Summary: Provides administrative and donor-service support to the Leadership Giving team. Our ideal team player is detail-oriented, service-minded, and analytical, with a knack for improving processes and systems, a commitment to accuracy and efficiency, and a passion for creating a positive donor experience.

Essential Functions:

- Serves as the department point of contact for donor and prospective donor inquiries, requests, and general communications, and contacts donors to resolve customer service issues, including payment problems.
- Processes donations, ensuring accurate, timely entry and acknowledgment.
- Manages execution of standard acknowledgment letters: prepares the weekly thank-you lists, routes them for review, and sends approved lists to the mail house, including letters routed for in-house signature.
- Maintains donor and prospect files and tracks giving in the member database.
- Runs and distributes standard reports, including automated reports, to the team.
- Conducts donor and prospect research that supports prospect identification.
- Executes department mailings, including list pulls, mail merges, printing, sending, and tracking against the mailing calendar.
- Coordinates Development Committee logistics: scheduling, hospitality, hybrid and in-person setup, minutes, and follow-up tracking.
- Supports department special events, including two large luncheons and several small donor cultivation events each year, under the direction of the Events Coordinator: guest lists, RSVP tracking, check-in, name tags, setup, and post-event follow-up.
- Tracks grant reporting deadlines and remind staff in advance.
- Studies the station's history, programs, and financial needs.
- Performs other duties as assigned.

Qualifications

- Must be mission-driven and passionate about the role of public media.
- Working knowledge of Microsoft Office Suite and other technology tools relevant to the position.
- Demonstrates clear, effective, and proactive communication.
- Detail-oriented with the ability to multitask, prioritize responsibilities, and manage time effectively.
- Provides professional and responsive service and support to internal and external stakeholders.
- Positively and professionally represents PBS KVIE throughout the community.
- Leverages AI and technology tools to enhance efficiency and effectiveness while maintaining independent judgment and responsibility for the accuracy, originality, integrity, confidentiality,

and quality of all work product, in compliance with organizational policies, journalistic ethics, and professional standards.
- Comfortable engaging with and providing high level customer service to donors and prospective donors by phone and email.
- Ability to exercise sound judgment and work independently, following established protocols and procedures.
- Working knowledge of general fundraising principles such as prospect research and donor stewardship is desirable.
- Event coordination experience desirable.
- Ability to handle confidential materials and situations with sensitivity and discretion.
- Working knowledge of digital tools to produce and send mailings and electronic communications.
- Experience with Revolution CRM or similar constituent management systems preferred but not required.
- Experience using research tools such as DonorSearch preferred but not required.

Education/Experience
- BA/BS degree or equivalent experience.
- Minimum of two years of administrative experience in nonprofit development or a donor-facing setting preferred.

Special Conditions:
- Available to work occasional evenings and weekends as needed to support events that build relationships with donors.
- Must have a valid California driver's license and meet insurance standards.

Physical Requirements:

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