



Reports to: Vice President of Advancement
Department: Advancement
Status: Full time, 12 months
Salary: Commensurate with degree and experience

Summary

The Director of Planned Giving and Church Relations is a member of the Advancement team responsible for the overall fundraising plan for the institution and for building and strengthening core fundraising services.

Essential Duties:

- Developing strategies for identification, cultivation, and solicitation of Planned Giving prospects and church relations
- Actively managing a portfolio of Planned Giving prospects and donors for cultivation, solicitation, and stewardship
- Coordinating Planned Giving activities in all business units
- Evaluating the effectiveness of all Planned Giving initiatives and activities across the institution
- Mentoring staff and providing training as required
- Developing strategies to aggressively market the Planned Giving program
- Lead and steward the Legacy Society, the institution's identified Planned Giving donors
- Assist Alumni and Advancement staff with event planning as needed
- Develop and manage calendar for church engagements in coordination with the development strategy
- Other duties may be assigned

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Education/Experience – Bachelor Degree or Master's degree in related field. Experience with building relationships and securing major gifts

- Leadership and Organization Skills – demonstrated ability to work collaboratively with other departments to advance missions and goals and ability to act on own initiative while exercising reasonable judgment.
- Computer Skills – Possess a working knowledge of computer applications. Must have the ability to accurately and efficiently perform required computerized tasks, with the ability to learn new technology quickly.
- Communication Skills – A pleasant and helpful demeanor, as well as the ability to communicate in a manner that is courteous and professional; especially the ability to interact effectively with students, parents, alumni, and other administrative staff. Excellent written, oral, and interpersonal communication skills.
- Responsive service skills; ability to deal effectively, respectfully, and professionally with people of diverse backgrounds, beliefs, and cultures; proven capabilities in establishing appropriate professional rapport with courtesy and tact; listening effectively and accurately to determine others' needs; collecting necessary information; following through appropriately; and handling escalating situations with concern and confidence.
- Customer Service Skills – Effective written and verbal communication skills required. Frequent interaction with students, parents, and agencies requires positive customer relations and ability to work with diverse populations. A pleasant and helpful demeanor will assist in the favorable development and maintaining of relationships.
- Competent knowledge of current and relevant practices and technologies
- Decisiveness/Reasoning - Ability to define problems, collect data, establish facts, and draw valid conclusions. Sound decision making, problem solving, prioritization skills, and prompt follow up are key elements.
- Self-Starting Team Player – Team Player – Must display the ability to work well within the Advancement team as well as coordinate efforts with other departments within Grace.
- Physical Demands - travel is required as needed for meetings and presentations for various events. While performing the duties of this job, the employee is regularly required to sit, and use hands to type. The employee frequently is required to reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move 25 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Acknowledge Jesus Christ as personal Lord and Savior and demonstrate personal maturity and godliness, growing in conformity to the image of Christ.
- Must be in full doctrinal agreement with Grace Christian University. A genuine interest in the ongoing success of Grace Christian University and the support of the mission statement of “Graduating Godly Individuals Prepared to Serve Christ in Church and Society.”

