

Position Announcement
Director of Gift Planning
June 17, 2010

The Director of Gift Planning is responsible to the Director of Development for developing and managing a comprehensive planned giving program for the college. This position serves as team leader to help secure philanthropic support for the college through identification, cultivation, and solicitation of planned gift prospects. A broad knowledge of development is important, but planned giving expertise is essential. A significant amount of travel, including some evenings and weekends, is expected in this full-time (12 month) position. Excellent benefits are offered with this position, including health and dental insurance and tuition remission.

Responsibilities:

1. Engage, cultivate and solicit an assigned list of donors identified for the campaign. (25%)
2. Oversee the process for identifying, cultivating and soliciting planned gift prospects. (20%)
3. Market and promote the benefits of planned gifts and estate planning to all ages of the constituency through regular and targeted communication strategies, and through estate planning seminars. (20%)
4. Direct the activities and programs of the Wartburg Heritage Society—the college’s recognition group for donors of deferred gifts. (10%)
5. Work with the Director of the Annual Fund to effectively integrate deferred and annual giving. (5%)
6. Provide ongoing education, training and support to Development Officers in securing planned gifts. (5%)
7. Develop an enhanced stewardship program focused on the Heritage Society that promotes continued giving and encourages philanthropy, to include regular accounting of how endowed gifts and other gifts are used. (5%)
8. Engage allied professionals in advancing the planned giving program of the college. (5%)
9. Manage the tracking and processing of estate and other planned gift expectancies. (5%)
10. Perform other duties as assigned.

Qualifications:

Requires Bachelor’s degree, three years of proven ability to cultivate and secure major planned and current gifts, effective relationship-building skills, knowledge of planned giving techniques and the ability to effectively communicate those techniques to others, and a commitment to the mission of Wartburg College. Preferred qualifications include: advanced degree or professional certification (i.e., JD, CFP, CFRE) and gift planning experience as an attorney, financial planner or planned giving officer.

Application Procedure:

Send letter of interest and résumé including three references electronically to: hr@wartburg.edu or by mail to Jane Juchems, Director of Human Resources, Wartburg College, 100 Wartburg Blvd., Waverly, Iowa 50677-0903. For specific inquiries about the position: donald.meyer@wartburg.edu. Additional information about Wartburg College is available on our website: <http://www.wartburg.edu> and about development at Wartburg: <http://www.wartburg.edu.devoffice>. Screening begins immediately and continues until the position is filled.

WARTBURG COLLEGE is a selective liberal arts college of the ELCA, nationally recognized for community engagement. As an affirmative action, equal opportunity institution, Wartburg College actively seeks applications from women and members of ethnic and minority groups.