

Director of Planned Giving
The University of St. Thomas

Direct Link: <https://www.AcademicKeys.com/r?job=132035>

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Posted Oct. 22, 2019, expired Feb. 21, 2020

Job Title	Director of Planned Giving
Department	
Institution	The University of St. Thomas St. Paul, Minnesota
Date Posted	Oct. 22, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager Part-Time/Temporary Staff
Academic Field(s)	Fiscal Services Alumni Relations
Job Website	https://staffemployment-stthomas.icims.com/jobs/4431/director-of-planned-giving/job?in_iframe=1

Apply By Email

Job Description

Director of Planned Giving

OVERVIEW

The University of St. Thomas invites qualified candidates to apply for a Director of Planned Giving position within University Development and Alumni Relations.

The University of St. Thomas embraces diversity, inclusion, and equal opportunity for all. Our convictions of dignity, diversity and personal attention call us to embody and champion a diverse, equitable and inclusive environment. We welcome applicants of diverse races, ethnicities, geographic origins, gender identities, ages, socioeconomic backgrounds, sexual orientations, religions, work

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experience, physical and intellectual abilities, and financial means. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. This commitment is consistent with our mission to inspire our students, using the Catholic intellectual tradition, to think critically, work skillfully, and act wisely – all for the common good. A successful candidate will possess a commitment to the ideals of this mission.

JOIN OUR COMMUNITY

The University of St. Thomas offers a competitive and comprehensive benefits program, which includes:

Up to 100% tuition remission for employees, spouses, and dependents upon eligibility
A generous Employer retirement contribution of 9.4% of annual salary upon eligibility
Medical, dental, and vision options
Employer-paid disability, life, and AD&D benefits

JOB SUMMARY

Reporting to the Associate Vice President, Development, the Director of Planned Giving provides leadership, planning and management for the Planned Giving program including facilitation, implementation and evaluation of strategic direction and overall management of daily operations. The director serves as an internal adviser on planned giving vehicles for all development officers. The director may occasionally join development officers in meetings with prospects and donors, but will he or she will not maintain their own prospect portfolio. The director should stay current in changes in tax and real estate laws and provide on-going training for development officers. He/she also leads stewardship of the Finn Legacy Society. This position oversees one professional staff member.

ESSENTIAL FUNCTIONS

1. Oversees the University's planned giving program serving as in-house expert for development staff on the various planned giving vehicles available to prospective donors. Implements programs and promotional materials to support all development officers in planned giving activities. Provides training to development officers and on-going support and as necessary, serves as special adviser to all development officers with complex planned giving prospect needs. Contributes planned giving expertise in assisting major and principal gift fundraisers with development of prospect strategies. Engages in direct donor work in consultation with development officers.
2. Stays abreast of tax and real estate laws and changes in planned giving vehicles and best practices.

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Works closely with both development officers and the university's Gift Acceptance Committee to ensure all planned gifts are acceptable according to the Gift Acceptance Policy. Serves as an advisor on other gifts to the university including real estate and complex gifts of securities. Works closely with the University Central Finance Department and Chief Counsel's office. Reviews all planned gift agreements to ensure proper documentation and compliance.

3. Provides tracking reports monitoring on-going status of progress toward set goals. Oversees William and Elizabeth Finn Heritage Society and works with the Office of Donor Relations to ensure effective, ongoing stewardship of planned giving donors. Makes personal visits to Finn Society members as part of stewardship efforts.

4. Supervise Planned Giving Administrative Assistant, providing clear direction and constructive feedback, coaching and staff development. Oversees and balances the operating budget for the Planned Giving Department; within the annual budget, manages existing programs and plans additional programs, services, events, communications and/or other initiatives designed to grow the planned giving program. As an additional service, may offer seminars on estate planning to interested alumni and friends of the university.

QUALIFICATIONS

Minimum Qualifications

Bachelor's degree in a relevant field

Five years of planned giving experience

An equivalent combination of education and experience from which comparable knowledge and skills have been acquired may be substituted.

Preferred Qualifications

Juris Doctorate

Appropriate professional certification such as a Certified Specialist in Planned Giving or Chartered Advisor in Philanthropy,

Experience in higher education fundraising or planned giving

HOW TO APPLY

On the University of St. Thomas Jobs page, follow the instructions to complete an online application which includes uploading a resume and copy/pasting a job specific cover letter.

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In light of its commitment to create and maintain a safe learning and working environment, employment with the University of St. Thomas requires consent and successful completion of a background screening.

The University of St. Thomas, Minnesota Human Resources Department advertises the official job listing on its website at www.stthomas.edu/jobs.

The University of St. Thomas is an Equal Opportunity Employer

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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