

**WARTBURG COLLEGE
POSITION DESCRIPTION**

Title of Position – Gift Planning Officer

The Gift Planning Officer will be “first among equals” on the development team as it relates to the college’s planned giving program in addition to having significant outright fundraising responsibilities. A broad knowledge of development is important, but expertise in planned giving is essential. This position will devote approximately 40% time to managing a sophisticated planned giving program, and 60% time developing relationships with donors with significant potential to make a major planned and/or current gift. This position reports to the Director of Development.

Responsibilities:

1. Assist in strengthening the prospect management process, particularly in identifying new planned gift prospects for the campaign in collaboration with the Director of Advancement Services.
2. Engage, cultivate and solicit an assigned list of donors identified for the campaign for outright and deferred gifts.
3. Market and promote the benefits of planned gifts and estate planning to all ages of the constituency through regular and targeted communication strategies.
4. Coordinate seminars to engage planned giving prospects.
5. Provide ongoing education, training and support to Development Officers in securing planned gifts.
6. Give leadership to the 50-year class reunion giving effort each year, emphasizing planned gift opportunities.
7. Work with the Director of the Annual Fund to effectively integrate deferred and annual giving.
8. Direct the activities and programs of the Wartburg Heritage Society—the college’s recognition group for donors of deferred gifts.
9. Develop an enhanced stewardship program focused on the Heritage Society that promotes continued giving and encourages philanthropy. This would include regular accounting of how endowed gifts and other gifts are used.
10. Manage the tracking and reporting of estate and other planned gift expectancies.
11. Engage allied professionals in advancing the planned giving program of the college.
12. Perform other duties as assigned.

Minimum Requirements:

1. Commitment to the mission of Wartburg College.
2. Bachelor’s degree required.
3. Proven ability to cultivate and secure major planned and current gifts.
4. Solid understanding and knowledge of planned giving techniques and ability to effectively communicate those techniques to others.
5. Skills in developing and maintaining meaningful, long-term relationships with donors.
6. Willingness to travel overnight and work evenings and weekends.

Application Procedure:

Send letter of interest, including a statement regarding qualities you offer within the context of the Wartburg College mission, résumé, and contact information for three references electronically to: hr@wartburg.edu. See www.wartburg.edu for further information about the college. Screening begins immediately and continues until 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 members of underrepresented ethnic and minority groups.