

<b>Job Title</b>	Director of Planned Giving
<b>PVN ID</b>	QC-2109-004237
<b>Category</b>	Managerial and Professional
<b>Location</b>	QUEENS COLLEGE
<b>Department</b>	Development
<b>Status</b>	Full Time
<b>Salary</b>	Depends on qualifications
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Nov 15, 2021 (Or Until Filled)

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## General Description

The Queens College Foundation is seeking a Director of Planned Giving. As a member of the Development team, the individual will advance the mission of the College by developing and increasing the level of prospect engagement and estate gifts. The right candidate is a strategic-thinking, self-motivated development professional with a strong background in planned giving. This position will report to the Vice-President for Institutional Advancement and Executive Director, Queen College Foundation.

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## Other Duties

### Planned Giving Duties:

1. Identify and cultivate potential planned giving and major gifts prospects.
2. Serve as the primary contact for all planned giving activities. This includes the coordination of a comprehensive giving program focused on building membership in Queens College's Planned Giving society.
3. Oversight of marketing and stewardship activities related to planned giving. This will include the management of mailings and solicitations, and the coordination of special events and annual seminars.
4. Work with the Director of Development Events to coordinate a series of cultivation breakfasts/luncheons each year.
5. Maintain an active schedule of donor meetings with the goal of maximizing donor interests and relationships.
6. Manage administration of open estates, prepare charitable gift annuity proposals—PG Calc experience preferred

### Major Gifts Duties:

1. As a member of the major gifts teams, the Director of Planned Giving will maintain a portfolio of 75+ current and prospective major donors with a focus on \$50,000+ level gifts or above.
2. Work closely with the Director of Development, and senior administrators to guide cultivation and stewardship of major donor relationships.
3. Work closely with interdepartmental staff, faculty, and Deans to identify prospects and fundraising opportunities.
4. Other duties as assigned.

## Qualifications

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1. Bachelor's degree and strong interpersonal and relationship building skills.
2. At least 7 years of experience working in a development office, with at least 3 years in planned giving.
3. Excellent oral and written communication skills.
4. Professional and pleasant disposition.
5. Team player with the ability to work in a fast paced environment.
6. Ability to write well.
7. Raiser's Edge experience preferred.

### **Other Expectations:**

1. Travel, and some night and weekend work is required.