Philanthropy Advisor I – Planned Giving

- Salary Range $60k-99k
- Link to apply https://eohh.fa.us2.oraclecloud.com:443/hcmUI/CandidateExperience/en/job/428306/share/300001823415382?utm_medium=jobshare&utm_source=Internal%20Job%20Share
- Job Description Responsibilities:
    - Raise at least philanthropic funds annually in outright and future gifts and commitments.
    - Manage the health, composition and ongoing activity of portfolio of assigned qualified major gift prospects/donors
    - Create and execute cultivation and solicitation strategies for portfolio prospects
    - Create and execute stewardship strategies for portfolio donors
    - Develop strong engagement strategies for fundraising volunteers in order to secure donor funds
    - Participate in strategy sessions with colleagues on key major gift prospects
    - Help drive response for Office of Philanthropy priority events and initiatives
    - Record and manage donor/prospect data, activity, management and movement in fundraising technology system
    - Help maintain integrity of data in fundraising technology system
    - Serve as primary point person with planned giving marketing vendor and other internal and external partners
    - Coordinate logistics for all planned-giving related stewardship and cultivation events
    - Assess and respond as appropriate to planned giving inquiries and estate notifications
    - Track pending estate gifts to ensure timely receipt by the organization
    - Assist in drafting planned giving correspondence, acknowledgments, proposals and calculations
    - Ability to coordinate multiple projects simultaneously, the ability to work with a wide variety of personalities, and the ability to effectively plan, set goals, execute tactics and drive for results to meet goals. Must also be a strong, positive communicator, both verbally and written, with a creative approach to building relationships. Must be a team player and collaborative contributor.

  Qualifications

- Bachelor's Degree required
- 2 years fundraising, donor relations, sponsorships, philanthropy, events, grant development, or relationship building leading to partnerships resulting in revenue, profit, or donated funds experience required