Position Title: Planned Giving/Leadership Gift Officer
Department: Development/Leadership Gifts
Supervisor: Associate Vice President, Development and Alumni Relations
Classification: Administrative Management (exempt)

As a member of the Development team, the Planned Giving/Leadership Gift Officer will advance the mission of the College by developing and increasing the level of prospect engagement that leads to increased awareness of, and philanthropic support for, the College’s most important priorities. This position holds the primary responsibility for all planned giving administration.

Characteristic Duties & Responsibilities:
1. Manage a portfolio of 200 College constituents for the purpose of developing and strengthening their relationship to Muhlenberg as donors, volunteers, and advocates for the College.
2. Responsible for the identification, solicitation and closure of prospects for outright gifts at the designated leadership gift level and above, within a designated region that includes the West Coast, USA.
3. Develop and maintain a travel schedule to personally visit 15 donors/potential donors per month – a minimum of 150 visits are expected to be made during each 12-month cycle.
4. Responsible for raising a minimum of $500,000 in commitments for approved College priorities. These can be in the form of multi-year pledges.
5. Coordinate a comprehensive planned giving program focused on building membership in and stewardship of The Circle of 1848, the College’s society for those who have included Muhlenberg in their estate plans.
6. Coordinate all marketing of the Circle of 1848 and planned giving, including the welcoming of new Circle of 1848 members.
7. Assist in developing Circle of 1848 recognition events and opportunities – including but not limited to two or more luncheons per year, Reunion, Homecoming, etc.
8. Manage all activity for charitable gift annuities, estate settlement, and general planned giving activity as assigned by supervisor.
9. Manage follow-up for all potential planned giving donors responding to marketing efforts.
10. Assist Leadership Gift Officers when their assigned donors/potential donors have interest in planned giving.
11. Assist the Treasurer’s Office in obtaining state agents among our alumni when registering the College as an on-going non-profit enterprise.
12. Attend major on-campus College functions, including but not limited to Reunion and Homecoming Weekend, etc., select interaction with the Board of Trustees, and attendance at regional alumni event activities.
13. Other duties as assigned in pursuit of the mission of the Development Office.

Qualifications:
1. Bachelor’s degree and strong interpersonal and relationship building skills.
2. Excellent oral and written communication skills, and the ability to persuasively represent the College’s goals.
3. Demonstrated ability to meet or exceed goals, effectively handle multiple priorities, and work well as a part of a team.
4. Must be a proven self-starter able to take appropriate initiative to ensure success.
5. A successful track-record, minimum of three years in higher education development or transferable experience applicable to raising major and planned gifts is required.
6. Basic understanding of relational databases and computer systems is a plus.

Work Conditions:
Extensive travel, and some night and weekend work are required.