

Director of Major and Planned Giving
College of Saint Mary

College of Saint Mary, in Omaha, Nebraska, is seeking an enthusiastic professional to join the Institutional Advancement Team as a Director of Major and Planned Giving. This professional will be responsible for the solicitation of major, endowed and planned gifts including bequests, charitable remainder trusts, retirement plans, life insurance, and other planned gift instruments. The position will plan and participate in the solicitation of major gifts through the active management of an appropriately-sized portfolio of major gift prospects and contact alumnae and friends of the University, as well as donor advisors, to facilitate significant gifts to CSM.

The individual in this position is expected to embrace a passion for CSM's mission and values, partnership with donors and a people-centered approach and demonstrate support for them through professional interactions and activities.

Responsibilities include:

- Responsible for the active management of a portfolio of approximately 200 major and planned gift prospects and donors who are in various stages of identification, cultivation, solicitation and stewardship. Administers open estates through distribution and final closing.
- Develops planned giving practices, programs, integration strategies, priorities and goals in consultation with the Vice President for Institutional Advancement and in conjunction with the overall development goals of CSM.
- Shared responsibility to ensure that required planned giving materials and communication publications are current and timely and that all fundraising staff are familiar and conversant.
- Grows the number of major, endowed and planned giving donors through proactive solicitation of major gift prospects, encouraging consideration of all manner of planned gifts, particularly bequests, to CSM endowment.
- Works collaboratively with other development staff.
- Travels 60% of the time (including Omaha to throughout the United States) in pursuit of significant gifts and to establish face-to-face relationships with managed portfolio.
- Keeps current on estate and tax law as it relates to charitable giving. Performs other duties as requested by senior development leadership.

Qualifications:

A bachelor's degree is required, masters preferred. A minimum of three years progressive experience with demonstrated success in development required. Experience in the development, writing and presentation of written proposals and other materials used to secure

planned gifts is required. The successful candidate will be a team-oriented thinker and development strategist able to effectively respond to both simple and complex gift scenarios confidently and with excellent donor relations. Demonstrated ability to establish and maintain relationships with prospects and donors and to steward those relationships effectively. Must possess superior communication and organizational skills.

Salary and Benefits:

The salary range is \$59,591 - \$65,000.

College of Saint Mary offers a wide array of benefits, including medical and dental coverage for you and your family, life Insurance and disability programs, flexible spending accounts, 403b, tuition remission programs for dependent children at College of Saint Mary and tuition exchange programs with participating institutions.

If interested, please apply using the following link. **Please put your resume, letter of interest, names and contact information for three professional references, including a minimum of one supervisor, in one document before you apply. When the system asks you to attach a resume please attach the document that contains all of the above information. The system allows only one attachment.**

<https://home.eease.adp.com/recruit/?id=10282291>

College of Saint Mary is a Catholic university dedicated to the education of women in an environment that calls forth potential and fosters leadership. The University is an equal employment opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, color, sex, age, national origin, disability, veteran status, marital status, or any other status or condition protected by applicable laws, except where a bona fide occupational qualification applies.