

C O L L E G E O F  
**SAINT MARY**

## **Planned Giving Officer**

**Are you an experienced planned giving professional? Do you enjoy building and stewarding relationships?** If so, you might be perfect for this position. This position is responsible for leading the college's planned giving program, including the monitoring of endowed scholarships, while also serving as a key connector between the Alumni & Donor Relations (ADR) team and the Marketing & Communications department regarding planned giving strategies.

**Our Idea of a Perfect Candidate Is Someone Who:**

- Ability to represent a values-centered, women's college and work effectively with administrators, faculty, alumnae, friends, donors, and corporate executives and the community.
- Experience with one-on-one cultivation and solicitation of gifts is essential.
- Readiness to give leadership to fundraising gifts effort, including an effort to build legacy donations. High level of energy, initiative, and creativity. Must be a self-starter.

**Our Ideal Candidate's Education and Experience Include:**

- Bachelor's degree required. At least a minimum of three years' progressive experience, with demonstrated success in client or customer success.
- Experience in finance, fundraising or marketing a plus.

**Responsibilities of this Position Include:**

- Develop and implement a strategic plan to grow CSM's planned giving program and legacy donors.
- Identify, cultivate, solicit, and steward planned giving prospects and donors.
- Collaborate with donors and their legal or financial advisors to facilitate bequests, charitable gift annuities, trusts, and other legacy gifts.
- Manage the endowed scholarship process.
- Maintain accurate and confidential records of donor interactions and gift documentation.
- Plan and execute recognition and stewardship activities for legacy donors.
- Coordinate Memorial Masses and condolence communication on behalf of CSM.
- Work in tandem with the Marketing department for specific planned giving marketing needs.
- Develop social media content that highlights donor stories, alumni achievements, and advancement initiatives.

**Why You Want to Be on This Team:**

- You would be a part of a Mission-centered team, who work together to serve our community.
- You would enjoy full-time benefits including health insurance, paid time off, tuition remission programs, 403(b) with employer match, employee wellness time, and more!
- CSM is committed to supporting the work-life balance of its faculty and staff.

**Application**

Please have a resume, cover letter, and contact information for three professional references, including one supervisor, ready to upload during the application process.

Please apply using the following link: [Planned Giving Officer](#)

*College of Saint Mary is a Catholic university providing access to education for 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, sexual orientation, gender identity, pregnancy, 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.*