

ELCA Position Description

PERSONNEL POLICIES STATEMENT: In all of its services, both within the churchwide organization and in the fulfillment of this church's mission in the world, the employees of the Evangelical Lutheran Church in America shall carry out the duties to which they are assigned in faithfulness to the faith and mission of the ELCA.

Title: Director for Gift Planning
Unit: MA

POSITION SUMMARY:

This position is responsible for coordination, development, support and overall leadership of the ELCA Foundation's regional gift planning program, including the cultivation and solicitation of major gifts and promotion of pooled investment services for the endowment fund.

PRINCIPAL ACCOUNTABILITIES:

1. Works closely with the Director, ELCA Foundation in strategic planning of the regional gift planning program **and as a partner in overseeing the work of the unit.**
2. Oversees and coordinates a comprehensive regional gift planning program; relates to synods and Lutheran Planned Giving partnerships as directed by Director, ELCA Foundation.
3. Supervises major gift planning team in directing efforts of regional gift planners
4. Directs the efforts of major gift planning team regarding cultivation and solicitation of their major and planned gifts
5. Maintains a portfolio of prospects for cultivation and solicitation of major and planned gifts
6. Develops and provides requisite education and training for regional gift planners, working with major gift planning team
7. Develops and fosters close working relationships with churchwide units, synods, congregations, institutional networks, ethnic associations and governance
8. Collaborates with president and director for donor stewardship as to strategy and assignment of prospects to Major Gift Planning team and Regional Gift Planners
9. Performs other duties as assigned

QUALIFICATIONS:

1. 10 -15 years fund raising experience, including major and planned gift responsibilities, advanced degree in business, finance, law, or equivalent is preferred
2. Considerable knowledge of federal and state tax laws and IRS rulings that effect cash, securities, real estate and personal property gifts to the church.
3. Considerable knowledge of and commitment to Christian Stewardship.
4. Knowledge of the history and structure of the ELCA; membership in an ELCA congregations is preferred.
5. Excellent management and supervisory skills, small group process skills and both oral and written communication skills.
6. Ability to travel up to 40%