

**Planned Giving and Major Gifts Officer
The Province of St. Joseph of the Capuchin Order**

Inspired by the gospel of Jesus and the example of Francis of Assisi, the Capuchin friars of the Province of St. Joseph, together with our partners in ministry, prayerfully build sister-brotherhood in the world. We attend simply and directly to the spiritual and other basic human needs, especially those of the poor and disenfranchised, promoting justice for all.

As a member of the Development Team, the Planned Giving and Major Gifts Officer will help donors accomplish their philanthropic goals by building meaningful relationships with The Capuchin Province of St. Joseph and its various ministries. This position can be in either Detroit or Milwaukee.

Responsibilities:

- Demonstrate, exemplify and support The Province of St. Joseph of the Capuchin Order's Mission, Vision and Values.
- Secure major and planned gifts by cultivating existing donors and researching prospective new donors.
- Coordinate tours, events & experiences to engage & build relationships with donors and prospects
- Employ prospect management, solicitation and stewardship tools, reviewed annually, while meeting benchmarks in the management of a portfolio of 125-150 planned and major gift donors.
- Work with Development Team to create solicitation and stewardship collateral materials
- Oversee the creation and management of a branded planned giving program including marketing materials and communications
- Recommend specific estate planning actions to achieve goals while meeting, as appropriate, with donors' estate and financial planning professionals and friars.
- Offer educational opportunities and materials regarding planned giving for fellow staff, friars and prospects/donors
- Within Raiser's Edge, track and monitor planned, major and campaign donor activity
- Acknowledge donors in an accurate and timely manner for all planned and major gifts
- As the need for capital campaigns arise, in conjunction with the Development Director, create and implement strategies to meet the campaigns' revenue goals
- Develop and manage budgets relative to planned and major gift efforts.
- Comply with Province and ministry policies, procedures, guidelines and standards

Qualifications: Bachelor Degree; 5 years of fundraising experience with proven record of successfully securing planned and major gifts; Experience in the following: nonprofit or similar environment, Raiser's Edge, public speaking and media relations and researching and analyzing large groups of data to uncover prospects. Must have effective written and communication skills,

proficient in Microsoft Office, knowledge of technical and legal aspects of planned giving and knowledge of wealth screening tools.

Interested candidates can apply in any of the follow ways:

Submit letter of interest and resume to:

1. employment@thecapuchins.org Include Planned Giving and Major Gifts Officer in the subject line
(Or)
2. Attention: Human Resources
Re: Planned Giving and Major Gifts Officer
The Province of St. Joseph of the Capuchin Order
1820 Mt. Elliott Street
Detroit, Michigan 48207