



## ARIZONA HUMANE SOCIETY

### Planned Giving Specialist

**POSITION SUMMARY:** The Planned Giving Specialist (PGS) will work in conjunction with the AHS Planned Giving Officer (PGO) to market and administer AHS' planned giving program. This will include interfacing with donors, attorneys and financial advisors to administer realized estates. The PGS will use problem solving skills, judgment and discretion to provide excellent customer service to donors, prospects, attorneys and financial planners. The PGS will also work with the PGO and advisory committee members to research, cultivate and market planned giving initiatives.

#### QUALIFICATIONS:

1. Bachelor's degree and minimum of two years in professional office environment preferred. Equivalent education/experience may be considered such as an Associate's degree in Paralegal Studies.
2. Knowledge and experience in the protocols for trust and estate administration preferred.
3. Regular use of discretion and independent judgment.
4. Strong attention to detail and organizational skills.
5. High level of initiative and follow through.
6. Ethical, patient, and professional behavior and attitude.
7. Impeccable customer service skills.
8. Ability to work independently and proceed with minimum supervision.
9. Excellent time management skills and ability to work well under pressure.
10. Excellent interpersonal skills.

#### HOW TO APPLY:

[www.azhumane.org/careers](http://www.azhumane.org/careers)