

Circle the City

PLANNED AND MAJOR GIFTS OFFICER

Job Description

Circle the City is a Phoenix-based nonprofit agency that provides healthcare for the homeless population. Solicit Major Gifts in support of Circle the City. Will be responsible for the overall design, management and implementation of Circle the City's Planned and Major Gifts Legacy Program. Planned and Major Gifts Officer must be comfortable using Crescendo or similar software for creation of planned giving documents, including presentation materials. The Planned and Major Gifts Officer will serve as a planned giving resource for Circle the City and train Development Team.

Major responsibilities:

- Develop and implement strategies to identify, research, solicit and cultivate qualified prospects for major gifts including one on one meetings, group meetings and presentations.
- Design and implement a customized proactive planned giving marketing strategy. Develop guidelines and promotional materials for use by members of the Legacy Society Committee.
- Research and maintain individual donor profiles on qualified prospects and donors. Oversee and execute a comprehensive tracking system for all planned gift donors and prospects.
- Provide in-service training to the Development Team in partnership with the Development Director. Serve as an information resource for Circle the City.
- Identify, research, cultivate and solicit qualified prospects for planned gifts to Circle the City.
- Plan and execute a series of donor and prospect-focused events, including donor and professional seminars and donor recognition events.
- Research and build relationships with attorneys, trust officers, accountants, financial planners and other estate planning professionals regarding gift opportunities for clients.
- Monthly reporting on progress of the program

Requirements:

- Thorough understanding of planned giving methods/resources.
- Excellent analytical skills to research and identify potential planned giving donors.
- Excellent communication and public speaking skills.
- Bachelor's Degree required (advanced degree preferred)

- Proven ability to solicit and close financial gifts with donors.
- Minimum of 5 years of experience in development with an emphasis on planned giving and major gifts.

Please send all resumes directly to Kimberly Hall, khall@circlethecity.org

We are an equal opportunity employer. All resumes will be reviewed for education and experience. Employment practices will not be influenced or affected by an applicant's or employee's race, color, religion, sex (including pregnancy), national origin, age, disability, genetic information, sexual orientation, gender identity or expression, veteran status or any other legally protected status.