



The Office of Development at Auburn University is seeking candidates for the position of Senior Director of Gift Planning. The Senior Director of Gift Planning will report directly to the Associate Vice President for Development Operations and will be responsible for expanding and leading a comprehensive gift planning program for Auburn University. Responsibilities include, but are not limited to:

Implementation of an innovative high-level planned giving program that attracts and engages both new and previous donors with the potential to include Auburn University in their estate plans. Create a planned giving marketing plan to cultivate and steward ongoing donors and planned giving prospects. Create an appropriate stewardship plan to maintain ongoing relationships with donors who have made planned giving commitments. Develop appropriate marketing materials to support contact, marketing, and calls with potential planned gift donors. Research, identify and engage planned giving prospects. Maintain relationships with existing donors through regular contact, the provision of annual reports, impact reports, account statements, and appropriate donor recognition events. Personally visit potential donors to solicit planned gifts. Serve as a resource and authority on current tax law, IRS rules and regulations which affect the taxation, creation, and administration of planned gifts inclusive of estate planning, financial planning, and business planning. Join and attend professional groups and educational sessions as needed; keep abreast of current trends. Provide ongoing training and education to constituent development officers in the principles of planned giving and the various planned giving instruments available to donors. Assist staff in identifying potential planned giving prospects to support projects or goals that have been approved by campus leadership, including University or unit priorities and multidisciplinary initiatives. Participate in speaking engagements and planned giving seminars. Support the professional development of the planned giving staff through facilitating their participation in continuing education and training. Assist in addressing issues that arise in the administration of planned gifts in consultation with various campus offices and foundation staff. Oversee the registration and compliance with State laws for Auburn University, Auburn University Foundation, and Tigers Unlimited Foundation. Work with Donor Relations on the management of the George Petrie Society annually. Supervises others with full supervisory responsibility.

Entry into the applicant pool requires a Bachelor's degree from an accredited institution in Business Administration, Marketing, Communications, Public Relations, or a related discipline and eight (8) years of progressively responsible experience in a fundraising environment with a demonstrated record of success in soliciting and closing planned gifts. Employer will consider advanced degrees in lieu of experience. Applicants must possess expertise in legal, estate, tax, financial, and/or gift planning and must possess demonstrated ability to successfully lead and manage a staff toward a high level of effectiveness, professionalism, and collaboration. Applicant must have the desire and

ability to work collaboratively in a team-based environment, and to work effectively with high-level administrators, key volunteer leaders and donors. Very strong communication skills, both interpersonal and written, and highly-developed organizational, analytical, and strategic planning skills are required. A motivational leadership style that will inspire colleagues and donors, overcome obstacles to cooperation, and promote a harmonious work environment. Demonstrated proficiency in the use of computer software and database applications. Ability to write and present on gift planning concepts to individuals or groups in which the audience has varying levels of understanding. Willingness and ability to travel extensively. Ability to thrive in a complex and dynamic environment, and to effectively manage competing priorities.

Candidates who hold a J.D. degree from an accredited institution with extensive experience in law practice in trusts and estates are highly desired, as well as candidates who are certified specialists in planned giving; or Chartered Advisor in Philanthropy (CAP). Fundraising experience in higher education also desired. Salary will be commensurate with education and experience.

Refer to Requisition #25404 and apply on-line at:

www.auemployment.com

If you need assistance, contact Auburn University's Department of Human Resources at (334)844-4145 or your local state employment service distribution system office. Internet access is also available through your public library.

Review of applications will begin after September 25, 2014.

Auburn University is an EEO/Vet/Disability employer.