



**POSITION DESCRIPTION**  
**Director of Gift Planning**  
**Office of Development**  
**Georgia Institute of Technology**

**Background**

Georgia Tech is one of the world's premier technology-oriented universities, boasting a superb faculty of world-class teacher/scholars. The Institute is well known for its high academic standards and stands among the top ranks of U.S. research universities with a clear vision for leadership in providing a technologically-oriented education. With the primary campus located in midtown Atlanta, the Institute is integral to the economy of the region and the state, and the work of its faculty and graduates has an impact across the nation and globe. Georgia Tech has a global vision and operates in a variety of countries outside the United States.

The Georgia Institute of Technology is one of thirty-five public institutions comprising the University System of Georgia. The Institute is committed to affirmative implementation of equal opportunity in education and employment. The Institute does not discriminate against individuals on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, or veteran status in the administration of admissions policies, educational policies, employment policies, or any other Institute-governed programs and activities. The Institute's non-discrimination policy applies to every member of the Institute community. Qualified people of diverse backgrounds are encouraged to apply. All applicants must apply online at <http://www.careers.gatech.edu/>.

**Office of Development**

The Office of Development is principally responsible for securing the understanding and philanthropic support of the private sector for the Institute and its programs. The Office focuses its efforts on obtaining commitments for major and principal gifts to the Institute or its associated foundation(s) and leads the comprehensive fundraising efforts, which results in gift revenues in excess of \$100 million annually. The Institute is in a comprehensive campaign initiative with a goal of \$1.5 billion. Philanthropic support is sought to enable the Institute and its colleges, schools, and other programs to achieve strategic objectives that will keep our programs on the leading edge of discoveries and developments.

**Summary**

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**Job Purpose:** Support fund raising efforts through encouraging and promoting gift planning, a process by which donors are able to structure their philanthropic objectives in providing support to the Institute. Gift plans may combine different methods of giving, and usually revolve around a particular asset or combination of assets, including cash, publicly traded stock, municipal bonds, real estate, privately held stock, personal property (such as art), or life insurance.

**Major Responsibilities:**

- Participate in development and implementation of marketing plans to promote planned gifts; prepare presentations and other materials describing tax-wise ways of giving.
- Identify and cultivate planned giving prospects, working in concert with major gift officers.
- Prepare illustrations and proposals for planned gifts; work with donors and their professional advisors in completing and documenting planned gifts.
- Provide stewardship of planned giving donors through regular visits and ongoing communication in coordination with major gift officers assigned.
- Provide information, training and orientation on tax-wise gifts to members of the Development staff and external constituencies.
- Work in partnership with GT's planning giving legal counsel in coordinating gift planning legal issues.
- Perform other related duties as assigned.

**Impact & Influence:** This position will interact on a consistent basis with: Office of Development executives and officers, Institute executives and faculty, alumni, potential donors. This position typically will advise and counsel: development executives and officers. This position will supervise: N/A.

**Basic Qualifications:**

- **Education:** Bachelor's degree or equivalent combination of education and experience
- **Work Experience:** Six to eight years job related experience.
- **Certifications:** N/A
- **Skills:** This job requires skills and expertise in personal financial planning and estate and trust administration, especially as applied within a fund raising environment. Additional skills in marketing, communications, organization and administrative are required as the use of office related computer applications

**Preferred Qualifications:**

- **Preferred Education:** Master's degree or Law Degree
- **Preferred Work Experience:** N/A
- **Preferred Certifications:** N/A
- **Preferred Skills:** N/A

**Additional Information:** After hours attendance at events is required.

Successful candidate must be able to pass a background check which will include a credit check. Please visit <http://www.policylibrary.gatech.edu/pre-employment-screening> to obtain GT's background and credit policy.

#### **HOW TO APPLY:**

Interested applicants should submit an application and résumé at:  
<http://careers.gatech.edu/> Please search for requisition number **0172044** or by title  
**Director - Gift Planning**

*"The Georgia Institute of Technology is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected Veteran status."*