



POSITION DESCRIPTION

Director - Gift Planning

(Job Number: 0176635)

Job Purpose:

To secure the philanthropic support of individuals and organizations for the benefit of the Institute through the identification, cultivation, solicitation and stewardship of planned gifts. Gift plans may combine different methods/techniques of giving, and require knowledge of a variety of funding assets including cash, publicly traded stock, municipal bonds, real estate, privately held stock, personal property (such as art), or life insurance.

Key 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.

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 expertise in personal financial planning and estate and trust administration, especially as applied within a fund raising environment. Marketing, communications, organization and administrative skills are required, as is the ability to use 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:

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- Travel, along with occasional evening and weekend work, 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.
- **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.

Department Description

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. Support is sought to enable the Institute and its colleges, schools, and other units to achieve strategic objectives that will keep our educational programs on the leading edge of discoveries and developments.

Job: Development and Fundraising

Primary Location: Georgia-Atlanta

Organization: Georgia Institute of Technology, Office of Development

Job Posting: Mar 21, 2018, 12:00:00 AM

Hiring Range: N/A

Schedule: Full-time

To Apply: https://gatech.taleo.net/careersection/gatech_classified/jobsearch.ftl?lang=en