



**UNIVERSITY OF  
GEORGIA**

Job Posting:

## **Senior Director of Gift & Estate Planning**

Development & Alumni Relations

**Posting Number:** S00217P

**Salary Range:** Negotiable commensurate with qualifications and experience

**Job Summary:** As part of the University of Georgia's Office of Development, the Gift and Estate Planning staff administers major current and deferred gifts to the University. Currently, the team consists of a major gift officer, marketing coordinator, trusts and estates coordinator and stewardship coordinator. The Gift and Estate Planning office partners with donors, deans, development officers, financial planners and attorneys to fulfill donors' philanthropic goals to benefit the University of Georgia.

This position reports directly to the Executive Director of Development, this position is expected to advance the mission of the University, the Development and Alumni Relations Division, and the Office of Development. It is charged with securing strong and stable relationships with internal and external constituencies and must operate through effective communication, strategy development, coordination and management of the planned giving program, and the successful leadership of staff.

### **Minimum Qualifications:**

Bachelor's degree and 8 years of related higher education experience.

### **Preferred Qualifications:**

- \* Knowledge of investments, financial markets, real estate, etc.
- \* Strong interpersonal, verbal and written communication skills.
- \* Strong management, organizational, and time management skills.
- \* Ability to work independently and collaboratively.
- \* Basic office computer and equipment skills required.
- \* Ability to travel in and out of state (valid driver's license required).

**To see full posting and to apply, visit:**

<https://www.ugajobsearch.com/>

**Search job posting number S00217P**

### **About the University of Georgia:**

Only 60 miles northeast of Atlanta, the University of Georgia is a 4-year public research university that attracts the best and the brightest students from across the nation and around the world. Established in 1785 - America's oldest state-chartered university - we've had more than 200 years of experience preparing students for professional careers. With an enrollment of over 34,000 students, more than

8,500 students graduate each year from the 17 colleges and schools within the University, offering employers a deep and diverse talent pool to meet the needs of any organization.

The University of Georgia is a national leader in the number of students each year who receive the very top national academic scholarships. Since 1996, UGA has produced seven Rhodes Scholars, 37 Goldwater, ten Truman, seven Udall, six Merage, five Gates Cambridge, four Marshall and three Mitchell Scholars. UGA has produced 21 Fulbright Scholars in the past two years. In 2008, UGA was the only public university in America with two Rhodes Scholars. In 2003, UGA scored a “grand slam,” being the only public university in America with winners of the Rhodes, Marshall, Truman, and Goldwater Scholarships in the same year.

*The University of Georgia is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability, or protected veteran status.*