

Heifer International Foundation CAREER OPPORTUNITY

Position: Planned Giving Officer

Reports To: VP of Planned Giving

Strategic Function: To maintain and expand the donors and prospects to Heifer International Foundation through focus on growing the base of prospective planned giving donors by identifying, cultivating, stewarding and soliciting mid and high net worth individuals. This role will focus on West Coast donors.

Heifer International Foundation is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, gender identity, sexual orientation, age, status as a protected veteran, among other things, or status as a qualified individual with disability.

Responsibilities:

- A. Cultivate and steward donors, providing an exceptional donor experience that enhances giving, attracts new donors to Heifer Foundation's mission and regularly engages donors in Heifer Foundation's work.
- B. Drive the identification of new planned giving donors as well as build strong relationships to bring them on board as donors.
- C. Prospect for new donors and drive ongoing development efforts.
- D. Ensure proper records are maintained and charitable gifts are administered properly.
- E. Develop a growing knowledge of the work of Heifer International with regard to the issues of hunger and poverty, community development, and environmentally sound, sustainable farming practices.
- F. Adhere to ethical fundraising practices as outlined in the Association of Fundraising Professionals (AFP) Code of Ethical Principles and Standards of Professional Practice.
- G. Perform other job-related duties as assigned.

Education and/or Experience:

Bachelor degree in management, planned giving, business administration, or related field required, advanced degree preferred. A minimum of 5 years fundraising experience. Experience in planned giving required. Other job related education and/or experience may be substituted for degree.

Knowledge, Skills, and Abilities and Physical Demands:

- a) Proven fundraising experience, including proactive donor cultivation, with emphasis on planned giving.
- b) Exceptional interpersonal and communication skills with the ability to work cooperatively with a wide range of people.
- c) Capacity to engender confidence and trust and maintain confidentiality.
- d) Ability to prepare reports, business correspondence, procedure manuals, and articles for publication that conform to prescribed style and format.
- e) Excellent organizational skills including strong attention to detail.
- f) Knowledge of computers as a tool for word processing, communications, and organizing. Knowledge of Microsoft Suite. Knowledge of BBEC.
- g) Ability to foster and maintain a spirit of unity, teamwork, and cooperation among all personnel.
- h) Extensive computer use; extensive reading.