



## Major & Planned Gifts Officer

### Contract Position

*Jewish Vocational Service (JVS) is a 501(c)3 nonprofit organization and was founded in 1949, welcoming Holocaust survivors and global World War II veterans, in search of new life, to Kansas City. Today, JVS supports refugees and immigrants from around the world who have fled persecution in search of safety and opportunity. JVS embraces, encourages and empowers our newest neighbors in their journey to self-sufficiency. Offering an extensive array of services in community integration, health & wellness, and workforce development, JVS is Kansas City's only resettlement organization.*

### Section 1: Overview and Purpose of Position

The **Major and Planned Gifts Officer** is a contract position that is responsible for developing and managing relationships with donors and prospects capable of making significant philanthropic contributions to JVS. This position will provide guidance in the creation and implementation of strategies to identify, cultivate, solicit, and steward donors for both **major gifts** (\$1,000+) and **planned gifts** (bequests, trusts, other deferred giving vehicles, and non-cash gifts).

The position plays a key role in ensuring the long-term financial sustainability of JVS by aligning donor passions with organizational priorities. This position requires exceptional interpersonal skills, a deep understanding of JVS' mission, and a passion for helping donors fulfill their philanthropic goals.

### Section 2: Qualifications (skills, education, experience)

- Bachelor's degree required; advanced degree or CFRE preferred
- Minimum of 3+ years of experience in fundraising, with demonstrated success in major and/or planned giving

- Knowledge of planned giving vehicles and tax implications for charitable gifts preferred
- Excellent interpersonal, communication, and presentation skills
- Strong writing and proposal development ability
- Ability to handle confidential information with discretion and professionalism
- Proficiency in donor CRM and Google Office Suite
- Willingness to travel locally and to attend evening/weekend donor events as needed

### **Section 3: Responsibilities/Duties**

#### **Major Gifts**

- Manage a portfolio of approximately 25-50 major gift donors and prospects
- Execute moves management and implement customized cultivation and solicitation strategies for each prospect
- Enlist leadership and board members in the cultivation and solicitation of major donors and prospects that integrates into the overall department goals and plans
- Conduct regular face-to-face and virtual visits to advance relationships
- Collaborate with leadership, board members, and program staff to engage donors in organizational initiatives
- Prepare written proposals, gift agreements, and other donor correspondence
- Achieve annual fundraising goals for major gifts revenue and activity metrics

#### **Planned Giving**

- Collaborate with Chief Philanthropy Officer to build a planned giving program, including committee and collateral creation and cultivation strategies
- Manage and grow a pipeline of planned giving prospects through targeted outreach, marketing, and education
- Provide expertise and guidance on planned giving vehicles (e.g., bequests, charitable gift annuities, trusts, beneficiary designations)
- Work with donors and their advisors to structure and document planned gifts
- Oversee administration of planned gifts in collaboration with legal, financial, and administrative staff
- Develop and promote planned giving recognition program

#### **Stewardship and Reporting**

- Ensure timely and meaningful stewardship of all assigned donors
- Maintain accurate and thorough donor records in Raiser's Edge
- Provide regular progress reports, forecasting, and analysis to Chief Philanthropy Officer

Perform other duties as may be required by supervisor

#### **Section 4: Skills Needed**

- Strong organizational and time management skills, with a proven ability to meet deadlines; able to effectively prioritize, delegate, and execute multiple tasks.
- Ability to be self-directed and highly flexible in daily work.
- Ability to work effectively in an environment that is multicultural and multilingual.
- Excellent verbal and written communication skills and the ability to develop positive working relationships with both internal and external stakeholders.
- Strong computer skills and proficiency in Word, Excel, Google Docs and internet-based communication.
- Must have a valid Missouri or Kansas Driver's License and a verified safe driving record and reliable means of transportation for local travel. Must provide a copy of license

#### **Section 5: Scope of Work**

- Approximately 10-15 hours per week
- January-September 2026
- Primarily remote, with some in-office meetings required
- Salary commensurate with experience; \$35-40/hour

To apply, please send statement of interest and resume to [development@jvskc.org](mailto:development@jvskc.org).