Job Title: Gifts Officer, Planned Giving

Work Area: Development

Location: Memphis, Tennessee

Start Date: Open

ABOUT CHURCH HEALTH CENTER
Church Health has served people since 1987 with our clinical services and outreach programs. Church Health seeks to reclaim the Church’s biblical commitment to care for our bodies and our spirits.

ABOUT THE POSITION
The Gifts Officer will coordinate, cultivate and steward donors with the objective of obtaining planned gifts. The employee will be expected to take a portfolio of prospects, develop relationships with them, educate them about Church Health’s plans and needs, engage with planned giving advisors, coordinate with development staff on planned giving and secure gifts over $2,500.

- Develop relationships with donors; educate them regarding Church Health’s mission, priorities and needs; and solicit maximum gifts, including planned gifts as appropriate.
- Work as a partner with Director of Development and other staff and planned giving volunteers to develop and document strategies for identifying, cultivating and soliciting donors through phone calls, print materials digital tolls, donor events, in-person visits and tours.
- Devise and activate stewardship plan for donors, donor families, each donor in the planned gifts and select major gifts portfolios. Participate in the execution of the plan as appropriate. Attend donor events, including memorial services, as appropriate.
- Devise appropriate new donor recognition, bequest and memorial recognition and appreciation, family outreach and second-generation engagement.
- Tracking and data management. Document and upload notes on constituents in Raiser’s Edge and keep donor files up to date. Report on results and support communications on planned gifts, bequests and related donor engagement. Write acknowledgement letters and solicitations and processing logs when needed.
- Networking. Helps Director coordinate Planned Giving Advisory Council and Legacy Society communications, events and meetings. Actively participate in planned networking opportunities, including professional associations, congregational groups and community events.
- Stay appraised and current on planned giving vehicles, policies, protocols and best practices.
EDUCATION REQUIREMENT

- A college degree and 2 years work experience in the Area of Development is preferred.
- Excellent computer and typing skills.
- Superb Customer Service skills.
- Good communication skills.

SPECIAL SKILLS AND KNOWLEDGE

- Must have ability to interact with major donors and planned giving prospects professionally and independently in different work and social settings.
- Ability to interpret giving patterns and familiarity with giving vehicles and planned giving strategies.
- Exceptional written and oral communications as well as interpersonal skills; and ability to set and achieve specific fundraising goals.
- Familiarity with Raiser’s Edge or comparable development software.
- The ideal candidate must be sophisticated and able to deal comfortably with senior professional and volunteer leadership.

WORK STYLE

- Self-motivated and ability to handle concurrent priorities and tasks.
- Ability to maintain a prominent level of confidentiality.

COMMITMENT TO DIVERSITY

At Church Health, we are committed to diversity, striving to create a staff that reflects the diverse communities with which we work. We seek individuals of all backgrounds to join our team.

COMPENSATION

This is a full-time position with benefits and a paid time off package. Benefits include healthcare, vision, dental and 401k savings plan.

HOW TO APPLY

Send resume and cover letter to: jobs@churchhealth.org; please add job title in the title line. Please visit www.churchhealth.org for more information about Church Health’s mission.