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**Director of Planned Giving & Major Gifts**

The Director of Planned Giving & Major Gifts administers and refines a program of communication and cultivation for the purpose of encouraging and receiving planned gifts and major gifts for Orchard Place. The position is also responsible for managing and cultivating relationships with existing major gift prospects, as well as identifying new prospects who can give at the $10,000+ level.

Orchard Place values diversity and inclusion, and we recognize that people come with a wealth of experience and talent beyond just the technical requirements of a job. Diversity of experience and skills combined with passion is the key to innovation and excellence; therefore, we encourage people from all backgrounds to apply to our positions. Please let us know if you require accommodations during the interview process.

**What you will do:**

* Develop and implement a comprehensive plan for identifying, cultivating and soliciting planned and major gift prospects.
* Actively seek out and encourage constituents who express interest in a current or deferred gift for the benefit of Orchard Place, and facilitate execution of these gifts, providing on-going support to allied professionals as necessary to complete the legal documents necessary for gift completion.
* Initiate contact with prospects, develop appropriate cultivation strategies, complete successful solicitations, maintain stewardship contacts and strengthen relationships with those who have committed to planned giving or major gifts through a disciplined schedule of face to face appointments and other stewardship activities.

**Sound like a good fit? A few requirements include:**

* Bachelor’s degree or equivalent experience required with a minimum of five years proven front line fund raising experience, preferably in the area of planned giving and major gifts.
* Excellent interpersonal and communication skills.
* Valid driver’s license and driving record that meets agency guidelines.

*Criminal record, abuse registry and motor vehicle record checks completed.*

**To apply, please visit** **https://www.orchardplace.org/get-involved/careers**