Laradon has been a leader in advocacy, education, and support for individuals with intellectual and developmental disabilities. We are looking for talented and dedicated team members to carry our legacy forward. No matter what position you have at Laradon, you feel like part of the whole team. At Laradon, we want every employee to feel like a connected and valued member of our community, encouraged to reach out for the opportunities that inspire them and empowered to realize their greatest potential.

Laradon is currently seeking a Planned Giving Manager to join our team!

**A Day in the Life of a Planned Giving Manager . . .**

The Planned Giving Manager is responsible for managing a personal portfolio of prospects and donors with potential or interest in making a planned gift, as well as coordinating and implementing all aspects of the following projects and programs: gift annuity administration; stewardship of bequest intentions; Calabrese Legacy Society membership and activities; planned giving seminars and coordination for events, and marketing materials.

**How you will make a difference . . .**

- **Administer all aspects of existing gifts to ensure needs of donors and financial requirements are met.** Acquire, track, and store information pertaining to charitable gift annuities; process and assist in execution of gifts of public traded securities; handle the estate and trust administration process. Be knowledgeable about and track all gift information, prepare calculations and contracts, draft informative cover letters, monitor timely annual reports to IRS, and coordinate timely income statements to income recipients.

- **Plan and execute all necessary steps to manage an individual portfolio of planned giving prospects/donors.** Focus primarily on bequest intentions and small value gift annuities. Define individual strategies to identify, qualify, actively cultivate and build relationships resulting in soliciting and securing gifts. Coordinate and participate in stewardship of relationships with prospects and donors.

- **Provide specific gift planning strategies and information as needed to cultivate donors.** Provide or prepare written materials including prospect/donor research reports, detailed strategy plans, proposals and gift illustrations, and advisor relationship letters. Provide consult in telephone conversations, follow-up letters to meetings and prospect inquires.

- **Partner with Executive Director of Foundation on prospect/donor strategies, cultivation and stewardship activities, and tracking.** Provide information to team members to establish background of a prospect/donor, the relationships, and the interests that align with the intended eventual solicitation for planned gifts. Work with team in preparations for cultivational events for prospects/donors including special events and possibly groups of prospects or constituencies. Coordinate effective stewardship of bequest intentions and Calabrese Legacy Society membership.

- **Coordinate appropriate and timely direct mail solicitations of planned giving donors.** Work with team in preparation of planned gift mailings; identify donors to receive mailing, assist with writing letter and brochure copy, and conduct follow-up of solicitations.

- **Plan and prepare marketing tools for planned giving program.** Responsible for coordinating planned giving projects and programs that represent the Foundation to its public constituencies, as well as those designed to reach our internal audiences. Coordinate all aspects of preparation and mailing.
What we offer you…

- **Compensation**: Salary of $70 - $90k; actual compensation offer to candidate may vary from posted hiring range based upon work experience, education, and/or skill level
- **Benefits**: Medical/Dental/Vision Insurance short term disability, flexible spending and dependent care accounts (following 60 days), 401(k) + 4% match, tuition and certification reimbursement, growth, training and development opportunities
- **Paid Time Off**: 16 days per year + 10 paid Holidays
- **Start Date**: June 2022
- **Schedule**: Mon- Fri (40 hrs.) work/life balance, flexible hours, and workplace environment
- **Team**: The opportunity to work in a dynamic, supportive, and rewarding environment alongside other Laradon staff – one where everyone is truly appreciated
- **Safety**: CDC and CDPHE protocols to ensure the safety and welfare of all employees

What we're looking for from you…

- Superstar communicator – Able to build strong relationships across a broad spectrum.
- **Brains** – Bachelor’s Degree and 5-7 years similar work experience.
- **Mindset** – Independent judgment is required to plan, prioritize, and organize diversified workload in a fast-paced environment while completing tasks and demands. Continual attention to detail, writing skills and meeting deadlines are also required.
- **Passion** – Experience at taking facts and data and translating it into compelling marketing verbiage. A successful applicant will possess an entrepreneurial, results-driven style and ability to identify and implement creative approaches to development.

Who we are…

In order to provide culturally competent services to individuals, students, guests and staff/employees, it is of highest importance that our hiring practices reflect our values by offering an environment that celebrates diversity and embraces inclusion. All of our team members – regardless of race, ethnicity, sexual orientation, gender identity, age, language, abilities/disabilities, veteran status, religion, citizenship, socioeconomic status, geographic region, or other defining characteristics – should feel a sense of belonging and valued. We applaud everyone.

Laradon Values…

Integrity | Respect | Inclusion | Accountable | Empowerment

How To Apply

Apply online here.