



Director of Gift and Estate Planning **The Salvation Army of Kansas and Western Missouri**

The Director of Gift and Estate Planning is a hybrid position that combines on-site and remote work. This position may be based in Wichita, Emporia, Hutchinson, Pittsburg, Topeka, or Manhattan, Kansas. The final work location will be determined based on the location of the selected candidate.

The Director of Gift and Estate Planning is a full time, 40-hours per week position and is eligible for the following awesome benefits:

- Medical, Vision, Dental Insurance; Life Insurance; Supplemental Insurance and two Retirement Plans
- Plenty of Paid Time Off - including 12 holidays, 15 vacation days, 2 personal days, birthday and sick time

Job Objective: Identify prospects and build relationships to cultivate, solicit, close, and steward planned gifts. Help donors consider planned giving options to maximize their personal goals while providing for The Salvation Army. Be a resource to major gifts staff, professional advisors, officers, and corps development staff in assigned area.

Essential Functions:

- Promote and explain various deferred and outright gift options to donors, prospects, professional advisors, and corps advisory boards in assigned areas
- Create and maintain active portfolio of planned gift prospects
- Cultivate relationships with portfolio prospects. Move prospects toward solicitation, closing, and stewardship of planned gifts
- Create and maintain action plans in CRM database of assigned prospects
- Maintain donor gift contracts and prospect electronic records
- Promote planned giving through personal contact, print and electronic media
- Promote stewardship of planned gift donors through Light Brigade recognition society
- Work with major gifts staff on jointly-assigned prospects
- Participate in continued education program through industry meetings, conferences and specialized study
- Provide reports and support activities to supervisor, officers, and corps advisory boards on planned giving efforts; present at corps advisory boards and maintain contact with corps
- Provide planned giving information to and collaborate with professional advisors
- Supervise and evaluate Gift and Estate Planning support staff

Additional Duties: Assist Senior Director of Gift and Estate Planning with department strategy and budget preparation as requested

Minimum Qualifications

Education: Bachelor degree or five years of prospect moves and gift management

Experience: Understanding and securing planned gifts. Knowledge of charitable tax laws and financial concepts

Certifications/Licenses: CAP, CSPG, CGPP or CFRE helpful but not required

Skills/Abilities:

- Self-motivated with strong oral, writing, and active listening skills
- Ability to work both independently and effectively away from supervision. Good supervisory strengths
- Ability to travel frequently
- Strong computer skills including database, e-mail, Office and gift illustration software
- Ability to establish portfolio and implement planned gift solicitation and close goals
- Ability to summarize prospect contacts
- Ability to work comfortably with donors of all ages (mostly older), professional advisors, advisory boards, officers, and staff

Supervisory Duties: Direct supervision of Gift and Estate Planning staff

Physical Requirements: The position requires sitting; climbing and/or balancing; stooping, kneeling, bending, stretching, crouching and/or crawling; standing; walking; manual dexterity and eye-hand coordination; use of vision; driving a vehicle; pushing/pulling/lifting/carrying 25 pounds; traveling by airplane; both outdoor and indoor navigation of settings, and standing and/or walking up to 12 hours per day. Reasonable accommodation may be made to enable individuals to perform the essential functions of this job.

Mental Demands:

- Work under stressful conditions
- Interact with others with courtesy and tact
- Manage and prioritize multiple projects in an organized and efficient manner to meet tight deadlines
- Respond to crisis situations in a calm and effective manner
- Complete projects on schedule
- Maintain confidentiality
- Maintain regular and punctual work attendance

Communication Demands: The position requires strong oral, writing, and listening skills in working with prospects who are mainly older. Respond quickly to inquiries from prospects and corps officers.

Travel: Travel weekly to visit donors, prospects, corps or officers.

Driving: This is a driving position. The employee possess a valid driver's license from the state in which you reside. Must be approved through The Salvation Army Fleet Safety Program to drive either a Salvation Army or personal vehicle on Salvation Army business.

Working Conditions: Daily work is performed in a typical office environment; may require some weekend and evening work. Event work may include hotels, indoor/outdoor venues, Corps Community Centers, and other public venues.

All employees recognize that The Salvation Army is a church and agree that they will do nothing as an employee of The Salvation Army to undermine its religious mission.

The Salvation Army Mission: The Salvation Army, an international movement, is an evangelical part of the universal Christian church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.

The Salvation Army is an equal opportunity employer. Candidates who are back to work, US Veterans, people with disabilities, people who have been impacted by the justice system, and/or people without a college degree are encouraged to apply.