Under the supervision of the Associate Vice President for Development, leads and directs the university’s planned giving program to promote planned giving opportunities to external prospect constituents, serves as a resource to other development staff related to gift planning, and manages a portfolio of major gift prospects.

**Essential Duties & Responsibilities**
- Manage planned giving portfolio of prospects rated at a major gifts level.
- Conduct personal visits with prospective donors and their attorneys, accountants and investment advisors for the legal and tax ramifications of trust and deferred gifts.
- Cultivation, solicitation and receipt of bequest, devices and gifts from estates in probate, including legal and tax aspects of such gifts.
- Planned giving vehicle promotion – includes oversight of all marketing, promotion, and advertising related to planned giving.
- Act as a resource to major gift officers, deans and other key administrators through training and other resources.

**Requirements**
- Master’s degree or equivalent; or four to ten years related experience and/or training; or equivalent combination of education and experience. JD or CPA is preferred. Experience in financial planning, accounting, probate estate planning tax is extremely beneficial.
- A motor vehicle license is required. Most of the work with donors is either by personal visits or telephone. Travel is a desired job skill.
- Ability to communicate professionally through both verbal and written means, and the ability and/or skill to work closely with others as part of a team.
- Ability to learn Microsoft Office applications, Raiser’s Edge, and Crescendo PG software.

Capital University offers a rich benefits package that includes medical, dental, retirement, family education benefits, long-term disability, life insurance and free parking.

**Send cover letter and resume electronically to:**
Director of Planned Giving Search Committee
cfounds@capital.edu

▲▲▲▲▲

For more information on Capital University, visit our website at www.capital.edu.

Capital University is an equal opportunity employer.

Qualified minorities, women, and persons with disabilities are encouraged to apply.