

## **Associate or Senior Associate Director, Gift Planning University Advancement**

### **Job Description:**

Reporting to the Director of Gift Planning, the Associate or Senior Associate Director of Gift Planning is a key fundraising position within the Development Office. The Associate or Senior Associate Director plays a significant role in meeting the goal of increasing the number of planned gifts for the University. Primary responsibilities include: cultivating, soliciting, and stewarding an assigned group of alumni, parents, and friends, with a focus on the specialty area of gift planning including bequests, life-income gifts, and other complex gift transactions; collaborating with other Boston College fundraisers in developing donor strategy and/or presenting planned gift options to viable prospects in both the Greater Boston area and other US regions; responding to planned giving inquiries and preparing qualified gift proposals; developing productive working relationships with key volunteers whose goal is to promote planned gifts among their peers; training advancement colleagues and volunteers in gift planning and its impact and importance; attending gift planning or other University cultivation events and planning regional events as needed; and assisting with the marketing and administration of planned and outright gifts as needed.

### **Job Requirements:**

This position requires a Bachelor's degree and a minimum of three years (Associate Director) or five years (Senior Associate Director) of professional fundraising experience concentrated in gift planning and preferably in a higher education setting. Other professional experience in related fields including estate planning, trust and estate management, charitable giving tax law will be considered. Also required is the ability to articulate complicated gift planning concepts to donors, professional advisors and internal constituents including trustees, volunteers, development staff and faculty leadership. Must meet specific annual goals for contacts and solicitations; and, work closely with the Director in furthering the long-term, multi-year goals of the department. To be successful, the candidate must be self-motivated, a collegial and collaborative team player, and possess excellent oral and written communication skills and demonstrated tact and maturity in difficult or sensitive situations. Travel, evening and weekend work is required to fulfill responsibilities. Demonstrated computer skills, including knowledge of software applications, such as Microsoft Office Suite, PG Calc or other gift planning software, is expected. Must be a team player who is highly motivated and dedicated to the goals of advancing higher education. An appreciation for Jesuit Catholic education and the goals and values of Boston College are critical.

A valid driver's license is also required.

### **Preferences:**

An advanced degree in a related field is preferred.

### **Contact:**

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