

NC Planned Giving Career Center

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www.ncpgc.org

University of North Carolina at Chapel Hill Associate Director of Planned Giving

Position Summary:

The University of North Carolina at Chapel Hill, one of the nation's top five public research universities, has an enrollment of more than 29,300 students and a faculty of 3,100. Carolina's success in private fund raising both reflects and supports its outstanding education and research programs, academic and athletic achievements, service mission, historic beautiful campus and remarkable students, faculty, staff and alumni. The University raised more than \$368 million in FY 2010. Carolina seeks an Associate Director of Gift Planning to make up a team of three professional fundraisers and two support staff. Travel will be required. The Associate Director will: Direct solicitation of donors; Work closely with alumni and friends of the University and their financial advisors and attorneys regarding the structure of lifetime and testamentary gifts that will benefit the University; Provide active, ongoing personal stewardship of donors; Assist the director in strategic planning, administration and marketing of the gift planning program; Represent the tradition, mission, programs and needs of The University of North Carolina at Chapel Hill to all constituent groups; Serve as a liaison between the Office of University Development and development officers of schools, units and affiliated foundations.

Principal Functions:

- Direct solicitation of donors. Work closely with alumni and friends of the University and their financial advisors and attorneys regarding the structure of lifetime and testamentary gifts that will benefit the University. Provide active, ongoing personal stewardship of donors.
- Assist the director in strategic planning, administration and marketing of the gift planning program. Represent the tradition, mission, programs and needs of The University of North Carolina at Chapel Hill to all constituent groups. Serve as a liaison between the Office of University Development and development officers of schools, units and affiliated foundations.

Education Requirements:

A Bachelor's degree is required, and a juris doctorate or other advanced degree is desirable.

Qualification and Experience Requirements:

Leading candidates will have demonstrated success in a gift planning development position, with five to seven years experience, as well as superior interpersonal, oral and written communications skills. Candidates will also have the ability to work both independently and as a team player, meet high goals and interact effectively with alumni, friends, faculty and staff in a research university. An excellent knowledge of laws, rules and regulations governing charitable estate planning is desired.

Candidate Instructions:

Please apply online at <http://jobs.unc.edu/2502385> . All candidates must apply online and submit a cover letter and resume. Women and minorities are encouraged to apply. The University of North Carolina is an equal opportunity employer. Additional questions about the application process may be directed to Lisa Waldeck, HR Manager in University Development at 919-962-0015 or Lisa_Waldeck@unc.edu.