

Regional Gift Planning Advisor

The Office of Gift Planning in the Individual Giving unit at MSU is seeking a seasoned, independent-working, motivated individual to assist in organization and implementation of comprehensive planned giving cultivation, solicitation and stewardship responsibilities (focusing in the Western part of the United States) in concert with college directors of development and central development fund raising staff/management.

As a Regional Gift Planning Advisor, the successful candidate will research selected individuals to develop strategy for and cultivate potential planned and major gift donors. In addition, the Regional Gift Planning Advisor will possess and enhance a comprehensive knowledge of gift planning strategies and vehicles, along with an understanding of tax and trust laws applicable to the basic estate planning fundamentals, including estate and gift tax, income tax, transfer of property, trusts and wills, and privately held assets.

Qualifications

MINIMUM QUALIFICATIONS

Knowledge equivalent to that which normally would be acquired by completing a four year college degree program in Communications, Public Relations, Marketing, Business; three to five years of related and progressively more responsible or expansive experience in professional fundraising, trust administration, wealth management, marketing or related field; or an equivalent combination of education and experience.

DESIRED QUALIFICATIONS

- A Bachelor's degree, master's preferred.
- Five years of related and progressively more responsible or expansive experience in professional fundraising, trust administration, wealth management, marketing or related field; possess a working knowledge of tax laws governing charitable giving and charitable estate planning; or an equivalent combination of education and experience.
- Possess a working knowledge of tax laws governing charitable giving and charitable estate planning.
- Fundraising experience at an institution of higher learning.
- Demonstrated excellent writing and verbal communication skills.
- Excellent interpersonal skills.
- Ability to speak in public and small group environment.
- Collaborative and team oriented work style.
- Strong work ethic.
- Experience with "Moves Management" or related strategic relationship development techniques and practices.
- Ability to "close" current and future gifts and/or business deals.

- Working knowledge of tax laws affecting bequests, split income gifts, current giving, charitable and general estate planning.
- Travel involving automobile, airlines and rail; must possess and maintain a valid driver's license.

How to apply

If you have any questions regarding this position, please contact Pat Karam at karampat@msu.edu

All candidates must submit an application and resume through the Michigan State University Human Resources web-based system (MAP). The URL for this website is www.careers.MSU.edu. Please indicate the position number 551480 when submitting your application.

MSU is an affirmative action, equal opportunity employer.

MSU is committed to achieving excellence through cultural diversity. The university actively encourages applications and/or nominations of women, persons of color, veterans and persons with disabilities.