

**Planned Giving Officer - Full Time – Detroit, MI.  
The Province of St. Joseph of the Capuchin Order**

*Inspired by the gospel of Jesus and the example of Francis of Assisi, the Capuchin friars of the Province of St. Joseph, together with our partners in ministry, prayerfully build sister-brotherhood in the world. We attend simply and directly to the spiritual and other basic human needs, especially those of the poor and disenfranchised, promoting justice for all.*

The Province of St. Joseph of the Capuchin Order is currently seeking a Planned Giving Officer. The primary purpose of this position is to build and maintain relationships with current and prospective donors in order to obtain planned estate gifts.

**Responsibilities:**

- Demonstrate, exemplify and support the Capuchin Charism and Provincial Mission, Vision and Values throughout all professional responsibilities and activities
- Identifies and manages a portfolio of prospective and committed planned giving donors, and annually develops targeted strategies to cultivate and solicit gifts from within the portfolio
- Coordinates donor cultivation and stewardship activities within assigned regional areas of responsibility to reach goals. Primary regions include Detroit and Milwaukee, though could include the entire US.
- Oversee the creation and management of a branded planned giving program, including marketing materials and communications.
- Recommends specific estate planning actions to achieve goals and meets with donors' estate planner/financial advisor as appropriate
- Develop solicitation strategies for Ministry Directors and work in tandem to follow through to completion
- Generate program reports, and present necessary updates to organizational leaders
- Detailed and in-depth knowledge of planned giving and its complexities including but not limited to estate planning, tax laws, wills, trusts, etc.
- Offers educational opportunities and materials regarding planned giving for fellow staff and prospects/donors.
- Experience researching and analyzing large groups of data to uncover planned giving prospects
- Develop and maintain community contacts (individual and organizations) who support the mission of the various Detroit based ministries
- Excellent verbal and written communication skill
- Ability to function in a collaborative environment while also working independently and managing several tasks simultaneously
- Strong computer Skills: Microsoft Word, Excel, Access, Publisher and InDesign
- Experience in Raiser's Edge software strongly preferred
- Nights, weekends and periodic local travel will be required

**Qualifications:**

- Bachelor's Degree and a minimum of 5 years fundraising experience with an emphasis on major and planned giving.
- A proven fundraising track record, as well as possible history in finance, sales, and marketing.
- A flexible schedule and willingness to travel is preferred.

**Please submit letter of interest and resume to:**

[employment@thecapuchins.org](mailto:employment@thecapuchins.org) Include Planned Giving Officer in the subject line.

OR

Attention: Human Resources  
Planned Giving Officer  
The Province of St. Joseph of the Capuchin Order  
1820 Mt. Elliott Street  
Detroit, Michigan 48207