

**Planned Giving and Major Gifts Officer  
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.*

As a member of the Development Team, the Planned Giving and Major Gifts Officer will help donors accomplish their philanthropic goals by building meaningful relationships with The Capuchin Province of St. Joseph and its various ministries.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Demonstrate, exemplify and support The Province of St. Joseph of the Capuchin Order's Mission, Vision and Values.
- Secure major and planned gifts by cultivating existing donors and researching prospective new donors.
- Employ prospect management, solicitation and stewardship tools, reviewed annually, while meeting benchmarks in the management of a portfolio of planned and major gift donors. By year 1 - 50 prospects, year 2- 80 +; year 3 -100+ prospects
- Coordinate tours, events & experiences to engage & build relationships with donors and prospects.
- Work with Development Team to create solicitation and stewardship collateral materials.
- Oversee management of a branded planned giving program, including marketing materials and communications.
- Recommend specific estate planning strategies to achieve goals while meeting, as appropriate, with donors' estate and financial planning professionals and friars.
- Offer educational opportunities and materials regarding planned giving for fellow staff, friars and prospects/donors.
- Within Raiser's Edge, track and monitor planned, major and campaign donor activity.
- Ensure proper acknowledgment of donations in an accurate and timely manner for all planned and major gifts.
- As the need for major or capital gift campaigns arise, work with the Development Director to create and implement strategies to meet the campaigns' revenue goals.
- Work with Ministry Directors to identify ongoing funding opportunities within program and ministry activities. Develop necessary collateral and case for support as needed.
- Develop and manage budgets relative to planned and major gift efforts.
- Be available to help with and attend Provincial events.
- In coordination with the staff at St. Lawrence Seminary, manage the Charitable Gift Annuity Program for Detroit and Milwaukee Provincial ministries – including monthly reports, periodic meetings, creating correspondence, coordinating and maintaining accurate records.
- Comply with Province and ministry policies, procedures, guidelines and standards.

**Qualifications:** Bachelor Degree, 5 years of experience with proven record of successfully securing planned and major gifts or a combination of education and experience. Experience in non-profit or similar environment, Raisers Edge or similar CRM software, researching and analyzing large groups of data to uncover prospects, public speaking and media relations. Knowledge of technical and legal aspects of planned giving, wealth screening tools, Blessed Solanus Casey, St. Francis, Catholic tradition. Ability to travel locally and travel up to 50% of the time.

Interested candidates can apply by submitting letter of interest and resume to [employment@thecapuchins.org](mailto:employment@thecapuchins.org). Include Planned Giving and Major Gifts Officer in subject line.

Current employees may apply by submitting resume or internal application (available from HR or your supervisor) to [employment@thecapuchins.org](mailto:employment@thecapuchins.org)

**Review of resumes will begin immediately**