



ARCHDIOCESE OF MIAMI

Office of Human Resources

Date: February 21, 2019
To: Claudio Croce / Will Soto, Atimo LLC (Put Your Best Face Forward)
From: Janet Milian, HR Manager
Subject: Director of Planned Giving

The Archdiocese of Miami Development Corporation has an immediate opening for **Director of Planned Giving**. This position works under the President of the Development Corporation to design, implement, and coordinate an Archdiocesan-wide comprehensive planned giving program that strategically promotes planned giving vehicles; and is responsible for seeking out opportunities and developing and implementing initiatives to identify, cultivate and solicit prospects to ensure a strong base of ongoing planned giving support. The position is also responsible for establishing all planned giving policies and priorities as well as developing and managing a Planned Giving Advisory Council. The ideal candidate would be a collaborative, energetic self-starter with an ability to clearly articulate the link to the mission.

Qualifications

- Master's degree and three (3) years' experience or Bachelor's degree and (6) years' experience in development/non-profit environment required.
- Juris Doctorate degree or Certified Public Accounting license and five (5) years' experience in estate and gift planning preferred.
- Experience in planned giving is strongly preferred.
- Experience in a Roman Catholic environment is preferred.
- Knowledge of the basic tenets of Catholic Church and parish structures.
- Proficiency in MS Outlook, Word, Excel and PowerPoint is required.
- Skilled in presentations and group facilitation
- Proficiency with Raiser's Edge is strongly preferred.
- Good computer literacy, including ability to navigate the World Wide Web.
- Type at least 60 wpm.
- Good spelling and grammar required.
- Excellent customer service skills required.
- Knowledge of fundamentals of project management required.
- Good time management skills including ability to manage several projects at the same time is required.
- Must be supportive of the mission and tenets of the Roman Catholic Church.
- Good oral and written English-language communication skills is a must
- Good Spanish-language spoken and written communication skills strongly preferred.
- Good Haitian Creole-language spoken and written communication skills is a plus.
- Must have professional demeanor.



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To apply: Send resume and cover letter to Careers@theadom.org and kblancobourdeau@theadom.org.

Subject line should read: Director of Planned Giving

NO PHONE CALLS PLEASE