

The Catholic Foundation



Serving the Church in the Diocese of Lansing

PLANNED GIVING OFFICER

Position Description

May 2023

ACCOUNTABILITY:	Reports to President of The Catholic Foundation
SUPERVISORY RESPONSIBILITY:	None
FLSA STATUS:	Exempt
HOURS:	Full-time
GENERAL SUMMARY:	<p>Serves in the ministry of the Catholic Church through the development and stewardship of charitable contributions for the benefit of the Diocese of Lansing and its parishes and ministries. The Planned Giving Officer (PGO) will be responsible for building and implementing a Planned Giving Program; securing planned and legacy gift commitments in support of Catholic institutions and their ministries across the Diocese of Lansing. Additionally, the PGO will assist with the pursuit of major current gifts and other fund development priorities of The Catholic Foundation. The PGO must be a highly energetic professional with a track record of building donor relationships and securing sizeable financial commitments.</p>

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Build and implement a Planning Giving Program:
 - Identify, qualify, cultivate, solicit, and steward prospective planned and legacy gift donors
 - Develop and conduct planned and legacy gift promotions
 - Develop and conduct planned giving presentations across the diocese
 - Develop a professional advisory group to support efforts and serve as a resource to donors
 - Secure and acknowledge new planned and legacy gift commitments, meeting annual targets
 - Steward and recognize planned and legacy gift donors, individually and through development of recognition society
- Keep the President apprised of all activity leading to solicitation opportunities
- Make solicitations when appropriate, independently and in partnership with the President and/or Bishop

- Independently develop custom donor proposals and presentations that exhibit exceptional written and verbal communication skill and reflect well on the Foundation, the Diocese, and the Catholic organizations we serve.
- Work collaboratively with pastors and clergy, staff and lay leaders, and other diocesan offices and ministries when appropriate to support parishes with successful planned giving workshops and other capital fundraising strategies and goals.
- Build effective working relationships with attorneys, estate planners, trust officers, financial advisors, and other professionals involved in providing services to our donors.
- Keep current on trends in philanthropy and tax legislation affecting charitable giving, with particular emphasis on legacy and estate giving.

KNOWLEDGE, SKILLS, AND ABILITIES

<u>Education:</u>	Bachelor's degree required; post graduate education preferred.
<u>Experience:</u>	Minimum of five years of successful experience in planned gift or other fundraising desired. Experience with the Microsoft Office Suite required. Experience with Blackbaud's Raiser's Edge software preferred.
<u>Require:</u>	Must have a sound working knowledge of fundraising principles. Proven ability to effectively communicate compelling appeals and the mission of the Catholic Foundation to major donors. Ability to respond adeptly to rapidly changing priorities and to work well under pressure. Position requires travel throughout the diocese. Must have a valid driver's license. Must be a practicing Catholic in good standing, with a fully supportive and energetic attitude toward the Catholic Church, her teachings, and her work.
<u>Physical Demands:</u>	While performing duties, employee may have to sit for long periods of time, use hands in repetitive motion tasks, and answer telephone calls. Must be able to drive a car and give oral presentations. Must be able to lift and move up to 40 pounds.

The above statements describe the general nature and level of work of the position. They are not an exhaustive list of all responsibilities, duties, and skills.

To apply, please visit <https://www.dioceseoflansing.org/human-resources/careers>



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A cause worth working for: Welcome to the Diocese of Lansing employment opportunities page

The men and women employed in the Diocese of Lansing are dedicated professionals who endeavor to support the mission of the Church in many diverse areas including spiritual ministry, education, catechesis, formation, charities and administrative services. The employer is a religious institution, and its efforts are directed toward the glory of God and the salvation of souls. Employees of the Diocese of Lansing are commissioned to live and proclaim the Gospel always and everywhere. While employees are asked to serve in a variety of roles, each employee's duties and responsibilities are primarily religious. That is, by word and deed, each employee is involved in spreading the faith and other key works of the Church. Each employee's position is vital to the spiritual and pastoral mission of the Church, and is inherently religious.

The job opportunities listed are from the parishes, schools and central offices and agencies of the Diocese of Lansing. The openings are, in most cases, posted by the hiring institution.

Each opportunity listed gives a brief description of the job and the qualifications required of candidates for the position. Interviewing and hiring are done by the institution listing the job.

To post or remove a job, contact Rebecca Swift, HR Generalist at

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rschwartz@dioceseoflansing.org or at 517-342-2502.

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Department ▲

Catholic Charities of Jackson, Lenawee, Hillsdale

[Current Job Postings](#)

Catholic Foundation

[Planned Giving Officer](#)

Catholic Social Services of Washtenaw County

[Current Job Postings](#)

Church of the Resurrection - Lansing

[3rd Grade Teaching Position](#)

[4th Grade Maternity Leave Position](#)

[Full-time Latin Teaching Position](#)

[Substitute Teachers](#)

Diocese of Lansing

[Administrative Assistant - Finance Department](#)

[Administrative Assistant - Marriage and Family Life Ministries](#)

[Director of Catholic Charities](#)

Dominican Sisters of Mary, Mother of the Eucharist

[Major Gift Officer](#)

Father Gabriel Richard High School

[Boys' Varsity Tennis Coach](#)

[Bus Driver](#)

[Director of Alumni Relations](#)

[Facilities Specialist](#)

[Forensics \(Public Speaking\) Coach](#)

[Full-time Literature / English Teacher](#)

[Girls' Varsity Cheerleading Head Coach](#)

[High School Guidance Counselor](#)

[Mathematics Teacher](#)

[Part or Full-time Music Teacher- Shared Services Position](#)

[Quiz Bowl Coach](#)

[Substitute Teachers](#)

[Theology Teacher](#)

Holy Family Parish - Grand Blanc

[Building and Grounds Maintenance Technician](#)

Search

Location ▲

Jackson, MI

Lansing, MI

Ann Arbor, MI

Lansing, MI

Lansing, MI

Lansing, MI

Lansing, MI

Lansing, MI

Lansing, MI

Lansing, MI

Ann Arbor, MI

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Ann Arbor, MI

Ann Arbor, MI

Ann Arbor, MI

Ann Arbor, MI

Grand Blanc, MI

Contact Us



Governing employment with the Diocese or with parishes, schools, and agencies of the Diocese

Employee Handbook Download

Daily and Long Term Substitute Teachers	Grand Blanc, MI
Extended Care Aides	Grand Blanc, MI
Full-time Middle School Science/Social Studies Teacher	Grand Blanc, MI
Holy Rosary Parish - Flint	
Academic Support Staff	Flint, MI
Cafeteria Coordinator	Flint, MI
Daily and Long Term Substitute Teachers	Flint, MI
ELA Coach	Flint, MI
Math Coach	Flint, MI
Math Teaching Aide	Flint, MI
Summer School Teacher	Flint, MI
Holy Spirit Parish - Brighton	
Substitute Teachers	Brighton, MI
Huron Valley Catholic School	
3rd Grade Homeroom Teacher	Ypsilanti
Elementary Teacher Aide	Ypsilanti
Kindergarten Teacher	Ypsilanti
Immaculate Heart of Mary Parish - Lansing	
Director of Music and Liturgy	Lansing, MI
Jackson Catholic Schools	
Preschool Lead Teacher	Jackson, MI
Lansing Catholic High School	
ASL Teacher and Special Education Instructor	Lansing, MI
Assistant Athletic Director	Lansing, MI
Bowling Team Coaches	Lansing, MI
French Teacher	Lansing, MI
Math Teacher	Lansing, MI
Part-time Chemistry Teacher	Lansing, MI
Substitute Teachers	Lansing, MI
Livingston County Catholic Charities	
Current Job Postings	Howell, MI
Lumen Christi Catholic School	
Bus Driver	Jackson, MI
General Housekeeping	Jackson, MI
Middle and High School Math Teacher	Jackson, MI
Middle/High School Teachers	Jackson, MI
Substitute Teachers	Jackson, MI
Tennis Head Coach	Jackson, MI
Theology Teacher	Jackson, MI

Most Holy Trinity Parish - Fowler

[Elementary Teacher](#)

Fowler, MI

Our Lady of Fatima Parish - Michigan Center

[Part-time Coordinator of Youth Ministry](#)

Michigan Center, MI

[Part-time Director of Music Ministry](#)

Michigan Center, MI

Powers Catholic High School

[Attendance Secretary](#)

Flint, MI

[Campus Minister](#)

Flint, MI

[Daily and Long Term Substitute Teachers](#)

Flint, MI

[High School Guidance Counselor](#)

Flint, MI

[High School Science Teacher](#)

Flint, MI

[High School Social Studies Teacher](#)

Flint, MI

[Middle School Football Coach](#)

Flint, MI

[Theology Teacher](#)

Flint, MI

Queen of the Miraculous Medal Parish - Jackson

[Lower Elementary Teachers](#)

Jackson, MI

[Regional Director of Youth Discipleship](#)

Jackson, MI

[Upper Elementary Teachers](#)

Jackson, MI

Spiritus Sanctus Academy

[Dean of Boys/Middle School Teacher](#)

Ann Arbor, MI

[Kindergarten Teacher](#)

Ann Arbor, MI

[Middle School Math Teacher](#)

Ann Arbor, MI

[Upper Elementary School Teacher](#)

Ann Arbor, MI

SS Charles and Helena Parish - Clio

[Director of Adult Faith Formation and Evangelization](#)

Clio, MI

St. Andrew the Apostle Parish - Saline

[Elementary Classroom Teacher](#)

Saline, MI

[Support Staff](#)

Saline, MI

[Teacher's Aide Position](#)

Saline, MI

St. Francis of Assisi Parish - Ann Arbor

[Full-time Physical Education Teacher](#)

Ann Arbor, MI

[Handbell Choir Director](#)

Ann Arbor, MI

[High School Ensemble Vocal Director](#)

Ann Arbor, MI

[Preschool Teacher](#)

Ann Arbor, MI

[Substitute Teachers](#)

Ann Arbor, MI

St. Francis Retreat Center

[Housekeeper/Banquet Set-Up](#)

DeWitt, MI

St. Gerard Parish - Lansing

[4th Grade Teacher](#)

Lansing, MI

Cafeteria Supervisor Substitute	Lansing, MI
Preschool Assistant Teacher	Lansing, MI
Summer Child Care Assistants Needed	Lansing, MI

St. John the Evangelist Parish - Fenton

6th-8th Grade ELA Teacher	Fenton, MI
Daily and Long Term Substitute Teachers	Fenton, MI
Maintenance Worker	Fenton, MI
Part Time-Spanish Teacher	Fenton, MI
Part-Time Cook	Fenton, MI

St. John the Evangelist Parish - Jackson

Lower Elementary Teachers	Jackson, MI
Music Teacher	Jackson, MI
Upper Elementary Teachers	Jackson, MI

St. John Vianney Parish - Flint

Book keeping	Flint, MI
Child Care Assistant	Flint, MI
Daily and Long Term Substitute Teachers	Flint, MI
janitor	Flint, MI
Kitchen Manager Assistant	Flint, MI
paraprofessional	Flint, MI

St. Joseph Parish - Dexter

Director of Children's Faith Formation	Dexter, MI
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St. Joseph Parish - Howell

5th/6th Grade Teacher	Howell, MI
Head Custodian	Howell, MI
Part-time Custodian	Howell, MI
Part-time Preschool Aide	Howell, MI

St. Joseph Parish - St. Johns

First Grade Teacher	St. Johns, MI
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St. Jude Parish - DeWitt

Director of Music Ministries	DeWitt, MI
Early Childhood Coordinator	DeWitt, MI
Faith Formation Assistant	DeWitt, MI
Maintenance Worker	DeWitt, MI

St. Martha Parish - Okemos

Lunchroom Supervisor	Okemos, MI
Substitute Teachers	Okemos, MI

St. Mary and St. Joseph Parish - Durand

Part-time Liturgical Music Leader	Durand, MI
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St. Mary Parish - Charlotte

[5th Grade Teacher](#)

Charlotte, MI

[6th Grade Teacher](#)

Charlotte, MI

[Child Care Aide](#)

Charlotte, MI

[Part-time Janitor](#)

Charlotte, MI

[Part-time Lead Preschool Teacher](#)

Charlotte, MI

St. Mary Parish - Pinckney

[Custodian](#)

Pinckney, MI

[Part-time After Care Workers](#)

Pinckney, MI

[Preschool Teacher](#)

Pinckney, MI

St. Mary Parish - Westphalia

[6th Grade Teacher](#)

Westphalia, MI

St. Mary Parish - Williamston

[Business Manager](#)

Williamston, MI

[Prekindergarten Child Care Aid and/or Afterschool Care Aid](#)

Williamston, MI

St. Mary Star of the Sea Parish - Jackson

[Latchkey Coordinator](#)

Jackson, MI

[Lower Elementary Teachers](#)

Jackson, MI

[Upper Elementary Teachers](#)

Jackson, MI

St. Mary Student Parish - Ann Arbor

[Music Director](#)

Ann Arbor, MI

St. Michael Parish - Grand Ledge

[1st Grade Teacher](#)

Grand Ledge, MI

[4th Grade Teacher](#)

Grand Ledge, MI

[Childcare Assistant](#)

Grand Ledge, MI

[Substitute Teacher](#)

Grand Ledge, MI

St. Patrick Parish - Brighton

[Computer Teacher](#)

Brighton, MI

[Custodian](#)

Brighton, MI

[First Grade Teacher](#)

Brighton, MI

[Middle School ELA/SS Teacher](#)

Brighton, MI

[Middle School Math Teacher](#)

Brighton, MI

[Middle School Science Teacher](#)

Brighton, MI

[Recess Support Staff](#)

Brighton, MI

[Substitute Teachers](#)

Brighton, MI

St. Robert Bellarmine Parish - Flushing

[Administrative Assistant for Religious Education](#)

Flushing, MI

[After School Child Care Lead Teacher](#)

Flushing, MI

[Bulletin Editor / Accounts Receivable](#)

Flushing, MI

[Daily and Long Term Substitute Teachers](#)

Flushing, MI

Parish Secretary	Flushing, MI
Part Time K-8 Music Teacher	Flushing, MI
Substitute Teachers	Flushing, MI
Teacher's Aides/Interventionists	Flushing, MI

St. Therese Parish - Lansing

Director of Music and Liturgy	Lansing, MI
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St. Thomas Aquinas Parish - East Lansing

Campus Minister	East Lansing, MI
Kindergarten Teacher	East Lansing, MI
Maintenance/Custodial Worker	East Lansing, MI
Substitute Teachers	East Lansing, MI
Youth Minister	East Lansing, MI


St. Thomas the Apostle Parish - Ann Arbor

Middle and Upper School (Grades 8-10) Latin Position	Ann Arbor, MI
Ministry Assistant	Ann Arbor, MI
Substitute Teachers	Ann Arbor, MI
Young 5's Preschool Teacher	Ann Arbor, MI
Young Adult Ministry Coordinator	Ann Arbor, MI


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