

The Catholic Foundation



Serving the Church in the Diocese of Lansing

Charitable Giving Advisor

Position Description

September 2025

ACCOUNTABILITY:	Reports to the President of The Catholic Foundation
SUPERVISORY RESPONSIBILITY:	None
FLSA STATUS:	Exempt
HOURS:	Full-time
GENERAL SUMMARY:	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 Charitable Giving Advisor will be responsible for securing planned and legacy gift commitments in support of Catholic institutions and their ministries across the Diocese of Lansing. Additionally, the Advisor will assist with the pursuit of major current gifts and other fund development priorities of The Catholic Foundation. The Charitable Giving Advisor must be a highly energetic professional with a track record of building donor relationships and securing sizeable financial commitments.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Implement the Planned Giving Program:
 - Identify, qualify, cultivate, solicit, and steward prospective planned and legacy gift donors
 - Conduct planned and legacy gift promotions.
 - Conduct planned giving presentations across the diocese.
 - Build an ongoing relationship with the 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 the Immaculate Conception Legacy 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 skills 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 in philanthropy or other related field required; post graduate education preferred.
<u>Experience:</u>	Minimum of five years of successful experience in planned gift or other fundraising is 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 and a 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 and reliable transportation. 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, the 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.

Interested candidates should submit a cover letter of interest, resume and full application via the job posting at: <https://www.dioceseoflansing.org/human-resources/careers>