

**Job Title:** Director of Planned Giving

**Reports to:** Chief Stewardship and Development Officer

**Location:** Office of Stewardship and Development, Archdiocese of Philadelphia

**FLSA Status:** Full-Time, Exempt

**EEOC Classification:**

The Archdiocese of Philadelphia and its entities are Roman Catholic religious organizations, and all employees are expected to respect and conduct themselves in accordance with the values, teachings, and morals of the Roman Catholic Church.

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### **About the Church of Philadelphia**

The Church of Philadelphia serves a community of over 1.4 million Catholics across Bucks, Chester, Delaware, Montgomery, and Philadelphia counties. The Office of Stewardship and Development is dedicated to fostering a culture of stewardship, promoting philanthropic support, and securing the financial resources necessary to sustain the mission and ministries of the Church. This position will support innovative initiatives to create encounters with Christ, foster joy and peace, and cultivate faith, hope, and love for all in our community. If you are seeking a challenging role with purpose, impact, and consequence, we invite you to join us.

### **Position Summary**

The Archdiocese of Philadelphia seeks an experienced and strategic advancement professional to serve as Director of Planned Giving within the Office of Stewardship and Development.

Reporting to the Chief Stewardship and Development Officer, the Director of Planned Giving is responsible for developing and implementing a comprehensive planned giving program to support the mission and ministries of the Church of Philadelphia. This role focuses on cultivating, soliciting, and stewarding donors who wish to make legacy gifts, ensuring their contributions have a lasting impact on archdiocesan ministries and services.

### **Duties and Responsibilities**

- Design and manage a strategic planned giving program, including bequests, charitable gift annuities, charitable remainder trusts, and other planned giving vehicles.
- Build and maintain strong relationships with current and prospective donors, providing them with information and support to help them achieve their philanthropic goals/
- Develop and execute marketing strategies to promote planned giving opportunities through various channels, including digital and print media, events, and personal outreach.
- Work closely with other departments, including finance, legal, and parish leadership, to ensure the effective administration of planned gifts and alignment with the overall development strategy for the Church of Philadelphia.

- Maintain accurate records of donor interactions and planned gift agreements and provide regular reports on program performance and progress towards goals.
- Educate and support parish staff and volunteers on planned giving concepts and strategies to enhance their fundraising efforts.

### **Qualifications:**

- Bachelor's degree required; advanced degree preferred
- Minimum of 5 years of experience in fundraising, with a focus on planned giving or major gifts. Experience in a faith-based or nonprofit organization is a plus.
- Strong knowledge of planned giving vehicles and strategies, excellent communication and interpersonal skills, and the ability to work collaboratively with diverse stakeholders.
- Reliable, honest, and trustworthy.
- Highly detail-oriented, organized, self-motivated, and works well independently and on a team.
- Ability to manage and maintain confidential information
- Proficient in Google Docs, MS Office (Word, Excel, PowerPoint, Outlook.) and Blackbaud/Raiser's Edge.
- Excellent written and verbal skills
- Strong analytical skills for critical thinking and problem solving.
- Demonstrated ability to prioritize tasks and communicate effectively.
- Demonstrated commitment to the mission of the Roman Catholic Church, a deep familiarity with archdiocesan and parish structures, and a thorough understanding of Catholic parish life and ministry.

### **Working Conditions**

- Full-time position with flexible office hours and occasional evening or weekend events.
- Frequent travel within the Archdiocese of Philadelphia for donor meetings and fundraising events.

### **Physical Requirements**

- The employee is occasionally required to stand, walk, sit, use hands to handle objects or controls, reach with arms, climb stairs, and talk or hear. Must occasionally lift or move office products and supplies up to 25 lbs.

### **Compensation and Benefits**

- Competitive salary commensurate with experience.
- Health, dental, and vision insurance.
- Paid time off, including vacation, sick leave, and holidays.
- Opportunities for professional development.

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This job description outlines the essential responsibilities, qualifications, and skills required for the position. It is not exhaustive, and additional tasks may be assigned as needed. All offers of employment are conditioned upon clear criminal history background checks, PA Child Abuse History, PA Criminal History, FBI fingerprinting, and reference checks.