



**POSITION ANNOUNCEMENT**  
**Director of Planned Giving**

*Mount Vernon Nazarene University exists to shape lives through educating the whole person and cultivating Christ-likeness for lifelong learning and service.*

Mount Vernon Nazarene University (MVNU) is an intentionally Christian teaching university for traditional age students, graduate students, and working adults who seek opportunities to learn and grow in an academic community of faith. The University provides the context for a transformational experience through excellent academics, service opportunities, caring relationships, and a nurturing spiritual and social environment. Faculty, staff, and students are challenged to achieve their highest potential, to become increasingly Christ-like and to make a difference in their world through lifelong service.

The University seeks a full-time, 12-month, **Director of Planned Giving**, for its University Relations department on the Mount Vernon main campus. The position is responsible for building out the MVNU planned-giving program, managing the recognition society for planned giving donors, cultivating and soliciting a portfolio of planned giving prospects, and for collaborating with peer fundraisers to promote planned giving opportunities broadly across the MVNU alumni and friend network. The position reports to the Assistant Vice President for Development and is available immediately, upon appointment of a successful candidate. A full complement of benefits is provided, including a health care plan, retirement contributions and tuition assistance (self and dependents). The candidate will also receive generous holidays, and vacation and sick days earned on an accrual basis.

**Responsibilities for this position include:**

Principal responsibilities:

- Develop and implement an annual plan for donor-specific engagement, based upon MVNU alumni network and overall fundraising goals
- Develops and manages a successful personal portfolio of 100-150 *rated* prospects who have the capacity to make planned/deferred gifts. Management in this instance is defined as creating enduring relationships with and providing optimal service for each donor or prospect as that individual's circumstances require, e.g., cultivation, solicitation, or stewardship
- Discover, engage, and invite philanthropic gifts through ongoing personal contact and visits with donors, prospective donors, and groups with affinity to MVNU programs
- Work collaboratively with development staff to devise and recommend cultivation and solicitation strategies; serve as a resource for development staff and volunteers
- Represent MVNU at alumni, parent, denominational, and other constituent events, assisting with donor cultivation and recognition
- Regularly conducting in-person meetings with past, present, and prospective donors, meeting with no less than 20 constituents each month
- Provide support to major gift and mid-level prospects as assigned, either in partnership with major gift staff or otherwise
- Participate in the use of effective moves management processes for prospect identification, research, cultivation, solicitation and stewardship
- Produce timely contact reports that outline future engagement strategies after each donor, prospective donor, or partner interaction
- Secure a minimum of 25 planned giving commitments per year

- Local, regional, or national travel is required up to 60% of the time. Some evenings and/or weekends may be needed
- Participate in professional associations/events to increase awareness of planned giving practices and continually maintain and improve professional skills
- Other duties as assigned

**Expectations for the successful candidate:**

- Evangelical Christian statement of faith, experience and mission fit
- Bachelor's degree and 5+ years successful work experience.
- Experience in higher education, non-profit leadership, finance, development/fundraising, and/or related field preferred
- Ability to connect and communicate with a wide variety of donors, alumni, and friends of the university
- Exceptional interpersonal and communication skills (both written and oral).
- Good listening skills
- Self-starter and driven to the achievement of results; able to work with limited supervision
- Proven fund-raising, leadership and consensus building skills
- Well-developed organizational, planning, prioritizing, administrative and presentation skills
- Able to think creatively and strategically to successfully collaborate and negotiate with individuals and groups internally and externally
- Able to overcome obstacles to cooperation and to foster harmonious relations
- Able to balance competing priorities, complex situations, and tight deadlines
- Have a spirit of hospitality and inclusivity
- Working understanding of Microsoft Office (Word, Excel, Outlook)
- Must demonstrate professionalism, tact, confidentiality, and initiative
- Must be upbeat and a team player.
- Must be capable of sitting, walking or standing for long periods of time, frequent use of stairs
- Ability to lift 25 pounds

To be considered for this position, please email a resume to [humanresources@mvnu.edu](mailto:humanresources@mvnu.edu) and complete the application, found at: <http://mvnu.edu/jobs/application>. Applicants submitting materials via email should attach either a Microsoft Word or .PDF File. Alternatively, materials can be faxed to (740-397-1005), or mailed to:

Mount Vernon Nazarene University  
Human Resources  
800 Martinsburg Road  
Mount Vernon, OH 43050

Professional and personal references are required, consistent with the responsibilities associated with this position. A background check will be performed prior to appointment. Mount Vernon Nazarene University does not unlawfully discriminate on the basis of race, color, sex, national origin, age, disability, or military service in administering its employment policies and practices. As a religious educational institution under the auspices of the Church of the Nazarene, the University is permitted by law to consider religious beliefs/practices in making employment decisions and does so to achieve its mission. The University requires as a condition of employment that all employees subscribe to standards of the Church of the Nazarene and conduct their lives in accordance therewith.