

Church Universal & Triumphant
Group: Prosperity and Development Team
Team: Prosperity and Development Team

JOB TITLE: Senior Legacy Developer
Reports to: President
Job Status: Full-time, non-exempt, hourly
Hours of Work: 40 hours per week
Pay Range Dependent on skills and experience

Benefits: Eligibility for the employee Health Plan, life insurance, paid vacation, sick leave, and 401(k). Additional information about these benefits is available from Human Resources.

Legal Holidays Observed: President's Day, Memorial Day, Labor Day, Thanksgiving and the day after and Christmas Day. Also, two personal floating days per year.

SUMMARY

Reports directly to the President and works cross-functionally with the current Prosperity and Development Team and Waters of Life Capital Campaign Director. The Senior Legacy Developer will increase legacy income and build a sustainable legacy pipeline of giving for Church Universal and Triumphant and lead, plan, develop and deliver legacy fundraising strategies. Oversight of legacy team with local and national travel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Oversees development and implementation of legacy strategic planning and legacy development team.
2. Creates a legacy development strategy for constituents.
3. Nurtures relationships; builds and manages relationships to raise funds from potential legators, which includes local and national travel.
4. Maximizes future income through legacy development using a variety of legal instruments including charitable remainder trusts, wills and bequests, non-cash asset donations, stocks and gift appreciated securities.
5. Works in collaboration with the marketing department; creates marketing materials, social media and advertising campaigns as part of a public relations strategy that is consistent with current organizational branding.
6. Expands the target audience through community relations, speaking engagements, newsletters and charitable events in collaboration with the president.
7. Develops and maintains strong internal relationships to ensure legacy marketing is incorporated into the yearly mission fulfillment plan and all cross-organizational team plans.

8. In collaboration with the current Prosperity and Development Team, devises and manages donor profiles to better understand the profile of potential legators and prepares appropriate individualized communication plans for them.
9. In collaboration with the current Prosperity and Development team, ensures proper management of reporting and forecasting of budgets to participate in budgeting and financial management.
10. Provides accurate forecasts of projected legacy income, based on commitments and perceived intentions and communicates information on a regular basis to the President and Board of Directors.
11. Ensures acknowledgements and notifications of gifts are dealt with efficiently, appropriately and in a timely fashion.
12. Develops reports and analysis using the database to better inform decision-making and targeting.
13. Keeps informed of all developments in legislation and regulatory control which cover legacy fundraising activity.
14. Engages effectively with key internal and external stakeholders, both in person and via telephone and email, across a variety of constituencies including current CUT membership, staff and volunteers, local community and other potential donors.
15. Develops professional relationships with Board members; educate and orient the Board, honing skills in donor cultivation and solicitation.
16. Contributes to and supports other team and departmental work as appropriate.

QUALIFICATIONS AND EDUCATION

A bachelor's degree in business, marketing, or liberal arts with demonstrable fundraising experience. Other experience includes, but is not limited to, public relations, prospecting, sales, interpersonal communication, business development and negotiation. Persuasive writing, strong verbal communication and the ability to interact at an executive and interpersonal level.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SKILLS AND WORK EXPERIENCE

Strong people skills, including the ability to motivate, inspire and facilitate members for testamentary legacy giving. Knowledge of our organizational practices and beliefs with commitment to the organization. Well-developed relationships with members are a plus.

Accredited fundraising qualification such as diploma or certification in fundraising and a knowledge of legal instruments, related tax laws and donor distribution advantages is preferred. CUT will provide opportunities for professional development and training in legacy fundraising

skills and certification. Computer and database skills (MS Word, Excel, Outlook and donor database), budgeting skills and ability to work as part of a team are essential.