



**Position:** Director of Planned Giving  
**Department:** Development  
**Reports to:** Chief Development Officer  
**Compensation:** DOE  
**Status:** 100%, Full-Time, Exempt, Management  
**Probation:** 180 days  
**Benefits:** Medical, Vision, Dental, and Life Insurance; also including Long-Term Disability, an Employee Assistance Program, and a 403(b) retirement plan

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**JOB SUMMARY:** The Director of Planned Giving directs a robust fundraising program to promote, cultivate, solicit and steward deferred gifts to the Los Angeles LGBT Center (Center). This position also facilitates all legal administration of new and on-going estates of which the Center is a beneficiary.

**ESSENTIAL FUNCTIONS:**

- 1) Execute a comprehensive planned giving program with a goal to increase the overall number of donors and the amount of their gifts;
- 2) Initiate gift discussions and develop strategies that are helpful and appropriate for prospects and that benefit the Center;
- 3) Implement a planned giving marketing plan and create an annual budget for the plan;
- 4) Steward existing Circle of Life Members to ensure bequests remain Center gifts;
- 5) Produce two annual events honoring the legacy society, the Circle of Life: a summer lunch and a holiday brunch;
- 6) Create and update collateral and marketing material for planned gifts;
- 7) Manage relationship, contracts and programs with the Center's planned giving marketing vendor – MarketSmart;
- 8) Oversee and update the Center's planned giving website which is hosted by MarketSmart;
- 9) Facilitate necessary administration, court filings, written communications for estates with the Center as beneficiary and/or as executor; maintain files on donors and estates; track wills in probate and trusts in administration as appropriate;
- 10) Engage with allied professionals (estate planning attorneys, CPAs, etc.) and enlist their support of the Center;
- 11) Work collaboratively allied professionals on donors and prospects to determine appropriate method of charitable giving;
- 12) Responsible for recruiting, selecting, developing, mentoring and coaching staff and inspiring and motivating individual and team performance;
- 13) Assist with, support and participate in fundraising events and stewardship activities with Development team colleagues;
- 14) Other duties as assigned;

**JOB QUALIFICATIONS AND EXPERIENCE:**

- 1) Knowledge of or experience working with the LGBTQ community and familiarity with issues of particular relevance to LGBTQ people;
- 2) A passion for the Center's work and its mission to make the world a better place for LGBTQ people;
- 3) A minimum of 10 years of legal and/or fundraising experience that includes planned giving in a non-profit or law firm;
- 4) A Bachelor degree in a relevant field is required with a J.D., C.P.A., or other advanced degree preferred;
- 5) Demonstrated success in presenting, negotiating and closing gifts to a charitable organization (or related sales closings);
- 6) Superior communications skills, both in writing and orally, including presentations to prospects, donors, professionals;
- 7) Exceptional interpersonal skills and judgment, and a strong desire to promote the Center by establishing productive relationships on the Center's behalf;
- 8) Facility around conversations about end-of-life issues;
- 9) An entrepreneurial attitude with mental flexibility to navigate through highly varying work and the ability to prioritize tasks;
- 10) Exemplary ethical standards;
- 11) Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, gender expression, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration status, and physical abilities in a multicultural environment.

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E-mail cover letter and resume as an attachment to [jobs@lalgbtcenter.org](mailto:jobs@lalgbtcenter.org) website: [www.lalgbtcenter.org](http://www.lalgbtcenter.org)

Or submit cover letter with application/resume to:

Los Angeles LGBT Center, Human Resources Dept., 1625 N. Schrader Blvd., Los Angeles, CA 90028

The Los Angeles LGBT Center is an Equal Opportunity Employer and is committed to fostering diversity within its staff. Applications are encouraged from all persons regardless of their race, color, ancestry, religious creed, national origin, sex, sexual orientation, gender identity, gender expression, medical/physical/mental condition, pregnancy/childbirth and related medical condition, age, marital status, or veteran status.