



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

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### **JOB SUMMARY:**

Reporting to the Senior Director of Planned Giving, the Planned Giving Officer is responsible for assisting with the planning and implementation of a robust fundraising program to promote, cultivate, solicit and steward deferred gifts to the Center. The Planned Giving Officer also works with the Senior Director of Planned Giving to facilitate all legal administration of new and on-going estates of which the Center is a beneficiary.

### **ESSENTIAL FUNCTIONS:**

- 1) Work with the Sr. Director of Planned Giving to plan, implement and manage 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) Assist in the implementation and creative expansion of the planned giving marketing plan;
- 4) Collaborate with the Events Team to produce two annual events honoring the legacy society, the Circle of Life: currently a summer lunch and a holiday brunch;
- 5) Collaborate with the Marketing/Communications Department to create and update collateral and marketing material for planned gifts; facilitate the newsletter, the *Shared Vision*;
- 6) 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;
- 7) Engage with allied professionals (estate planning attorneys, CPAs, etc.) and enlist their support of the Center; work collaboratively with them on donors and prospects to determine appropriate method of charitable giving;
- 8) Assist with, support and participate in fundraising events and stewardship activities with Development team colleagues;
- 9) Perform other duties as assigned by the Sr. Director of Planned Giving;

### **JOB QUALIFICATIONS AND EXPERIENCE:**

- 1) Experience working with the LGBT community and familiarity with issues of particular relevance to LGBT people;
- 2) Have a passion for the Center's work and its mission to make the world a better place for LGBT people.
- 3) A minimum of five years' experience in non-profit fundraising required, with Planned Giving experience preferred;
- 4) College degree is required. A Juris Doctor, Certified Public Accountant, Paralegal Associate's Degree or Post Degree Certificate is a plus;
- 5) Legal or Paralegal experience in the area of Estate Planning and Probate Law, is a plus;
- 6) Experience in presenting, negotiating and closing gifts to a charitable organization (or related sales closings);
- 7) Strong communications skills, both in writing and orally, including presentations to prospects, donors, professionals;
- 8) Exceptional inter-personal skills and judgment, and a strong desire to promote the Center by establishing productive relationships on the Center's behalf; facility around conversations about end-of-life issues;
- 9) An entrepreneurial attitude; mental flexibility to navigate through highly varying work; 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, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration statuses, and physical abilities in a multicultural environment;

E-mail resume and cover letter as a word attachment to [jobs@lalgbtcenter.org](mailto:jobs@lalgbtcenter.org)

website: [www.lalgbtcenter.org](http://www.lalgbtcenter.org)

Or submit your resume 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.