

Director of Development, Gift Planning

[Drexel University](#)

in Philadelphia, PA

[Apply on Institution's Website](#)

Type: Full-Time

Posted: 01/13/2022

Application Due: 02/13/2022

Category: [Development and Fundraising](#)

About Drexel

Drexel is one of Philadelphia's top 10 private employers, a comprehensive global research university and a major engine for economic development in the region. With over 24,000 students, Drexel is one of America's 15 largest private universities. Drexel has committed to being the nation's most civically engaged university, with community partnerships integrated into every aspect of service and academics.

Drexel's Office of Institutional Advancement (IA) supports the University's mission and strategic priorities by generating philanthropic engagement and by building and strengthening relationships among alumni, students, faculty, staff, civic leaders, friends, and foundation and corporate partners. We aspire to create a sustainable and lasting culture of philanthropy at Drexel University by cultivating the next generation of leadership through volunteer initiatives and alumni engagement.

In alignment with Drexel University's values and priorities, IA is committed to maintaining a flexible and dynamic work environment that promotes diversity, equity, and inclusion; professional and career development; and collaboration and innovation across all our departments.

Job Summary

The Director of Development for Gift Planning is responsible for managing and growing the University's deferred giving program. This estate planning specialist will serve as a mentor and resource to front line fundraisers in cultivating and securing planned gifts. The Director of Development directly manages a dynamic portfolio of prospects and donors, and oversees the activities related to the legacy societies.

Essential Functions

- Develop strategies to qualify, cultivate, solicit, and steward prospects and donors in order to secure charitable gifts, including life income gifts, bequests, and major outright gifts.
- Manage a campus-wide portfolio of planned giving prospects/donors with the goal of increasing the number of planned gifts and known bequest expectancies.
- Conduct at least 15 face-to-face visits with donors and prospects per month (travel required).
- Support the efforts of development officers by providing expertise that assists in design and implementation of gift planning and stewardship strategies for individual donors.
- Provide consultation and support to donors, their advisors, other outside allied professionals, and University staff and faculty on the structure, benefits, and implications of various planned giving instruments.
- Keep abreast of current tax laws and planned giving trends.
- Oversee the communications and events for The Drexel Legacy Societies (recognition groups for donors with planned gifts).
- Collaborate on the development and execution of the gift planning marketing efforts, including the newsletter, website, and other printed promotional materials.
- Attend University fundraising events as appropriate, including some evenings and weekends.

- Promote University priorities and image to constituents. Serve as front line staff to promote campus goals and objectives. Maintain current knowledge of university-wide institutional priorities.
- Follows Institutional Advancement procedures with regard to prospect management and documenting contacts. Responsible for oversight and submission of all relative fund-raising reports, statistics, projections, and publications.

Required Qualifications

- Bachelor's Degree
- Minimum of seven years' experience with estate planning and relationship management

Preferred Qualifications

- Law degree or Estate/Gift Planning certification
- Knowledge of prospect management systems preferred
- Detailed and in-depth knowledge of planned giving and its complexity including estates, wills, trusts, and tax laws and regulations.
- Experience in marketing and sales of financial instruments.
- Knowledge of planned gift vehicles and the ability to present them in a simple and thorough way

Physical Demands

- Typically sitting at a desk/table
- Typically standing, walking

Location

Remote

Additional Information

This position is classified as **Exempt** with a salary grade of **M**. For more information regarding Drexel's Professional Staff salary structure, <https://drexel.edu/hr/career/ducomp/salstructure/>

Special Instructions to the Applicant

Please make sure you upload your CV/resume and cover letter when submitting your application.

Review of applicants will continue until a suitable candidate pool is identified.

Drexel University is an equal opportunity employer. Minorities, women, veterans and persons with disabilities are encouraged to apply.