The URI Foundation is seeking an innovative and experienced development professional to serve as the Executive Director of Gift Planning. The Executive Director will lead and manage a strategic, comprehensive and proactive planned giving program that reflects industry best practices and maximizes charitable contributions via various planned giving vehicles.

This is an exciting opportunity for a talented and collaborative professional to contribute to the growth, evolution and maturation of URI’s development organization, and to optimize the philanthropic potential of the University’s alumni, parents and friends in an ambitious comprehensive campaign.

RESPONSIBILITIES:

• Collaborate with the Vice President for Development in setting the overall strategic direction for the planned giving operation within the context of URI’s development program that will strengthen current planned giving fundraising and contribute to the broader agenda for the University’s fundraising efforts in the current campaign and beyond. Increase the role of planned giving in supporting the University’s long-term goals and aspirations.

• Elevate the visibility of planned giving opportunities through broad communication with the University’s board members, advisory councils, alumni and friends. Collaborate with communications and stewardship teams to develop a comprehensive marketing program for purposes of promoting planned giving and identifying interested planned giving prospects while stewarding current legacy society members.

• Provide oversight of deferred gift investments, documentation of bequest intentions and other deferred gifts, and gift processing and reporting, through consistent interaction with finance team and advancement services.

• Provide leadership in training and mentoring front line fund raisers in planned giving techniques and strategies, putting in place a systematic program that ties into overall training initiatives for staff, volunteers and campaign leaders.

• Personally manage a select portfolio of planned giving prospects and donors. Partner with University development officers, faculty members, university officers, URIF Board members in the cultivation and solicitation of individual donors.
QUALIFICATIONS:

Excellent communication skills: the ability to present information concisely and effectively, both verbally and in writing. The ability to prioritize and take initiative, problem-solve, act independently and coordinate with team members, handle multiple tasks simultaneously. Candidates should also possess: the highest level of personal and professional integrity and quality standards in handling highly personal and confidential information. Strong computer skills needed, especially in Microsoft Office products, especially proficient in planned giving software and illustration preparation is essential.

EDUCATION/EXPERIENCE:

A bachelor's degree is required. A J.D. or other advanced degree in an appropriate area of specialization and knowledge of laws affecting charitable giving is strongly preferred.

At least 7 years of experience in planned giving, estate planning or trusts and estates, with a strong preference for individuals who have built the infrastructure of a planned giving program in higher education. A demonstrated ability to formulate and execute effective planned giving strategies, a track record of growing contributions through planned giving vehicles, and proven skills as a strategist with the ability to both develop and implement a division’s strategic direction.

Willingness and ability to travel to locations on and off campus for University business required. Willingness and ability to work evenings and weekends as required. The highest degree of professionalism and discretion in dealing with donors and potentially sensitive matters of confidentiality is required.

APPLICATIONS:

Forward letter of interest and resume to:

URI Foundation
Attn: Gerr Beagle, HR Manager
79 Upper College Road
Kingston, RI 02881
qbeagle@uri.edu

In order to provide equal employment and advance opportunities to all individuals, employment decisions at the URI Foundation will be based on merit, qualifications, and abilities. The URI Foundation does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.