



THE UNIVERSITY
of NORTH CAROLINA
at CHAPEL HILL

**Director of Gift Planning, Office of University Development
The University of North Carolina at Chapel Hill**

The Director of Gift Planning will play an important role in charting the course of the planned giving team and the future of planned giving at the University. The primary responsibilities of this position are to provide leadership to the department of gift planning in the award-winning Office of University Development and to work with the gift planning team as well as with nearly 150 development officers campus-wide to identify and cultivate relationships with planned giving prospects and to successfully solicit and close planned gifts. Reporting directly to the Senior Associate Vice Chancellor for Development, the Director will participate with the other University Development department directors in key policy and decision-making activities as part of the SAVC's Senior Staff. Substantial travel will be required.

The Director of Gift Planning will be expected to:

- A. Lead the Office of Gift Planning
- B. Maintain and Enhance an aggressive fundraising program
- C. Maintain and enhance a strong program of donor stewardship
- D. Maintain and enhance a comprehensive marketing program to internal and external audiences
- E. Build Collaborative, productive relationships with Deans and Units
- F. Provide management oversight to the UNC Life Income program
- G. Provide management and administrative oversight to the UNC-CH Foundation inventory of life insurance gifts
- H. Provide management and administrative oversight to the UNC inventory of probated estates
- I. Satisfy the requirements of the partnership arrangement established with the Educational Foundation to provide planned giving support

PREFERRED QUALITIES AND CHARACTERISTICS

The Director of Gift Planning will be a successful, accomplished gift planning professional, with at least 15 years of stable, progressively responsible gift planning experience, preferably in a

higher education environment. The ideal candidate will have a proven track record of successful charitable planned gift solicitation and a thorough knowledge of the laws, rules and regulations governing estate planning, with a specific emphasis on charitable planning. The preferred candidate will also have solid experience in or significant preparation for leading, managing, and inspiring a sophisticated gift planning department and its professional staff.

In addition to the requirements stated above, leading candidates will have:

- A thorough knowledge of and appreciation for the unique role of a major public research university;
- The ability to work independently, set and meet aspirational goals, and interact effectively with development staff, volunteers, the Senior Associate Vice Chancellor, Vice Chancellor, Chancellor, donors, prospects, faculty, and staff in a large and complex research university;
- Superior interpersonal, oral, and written communications skills;
- Fiscal accountability;
- Capacity to anticipate opportunities and problems and to take initiatives suitable to both circumstances;
- The ability to take initiative and to work independently or in a team;
- High energy and commitment to professional responsibilities;
- Knowledge of North Carolina and sensitivity to the special nature of the southern region of the country;
- Creativity, patience, and a sense of humor.

Education Requirements:

Bachelor's degree required. Advanced degree or commensurate professional continuing education and/or certification preferred.

Salary:

Compensation will be highly competitive and commensurate with experience.

Application:

Please apply online at <http://jobs.unc.edu/1002266>. All candidates must apply online and submit a cover letter and resume. The cover letter should explain in detail why you are interested in this particular position and how your experiences and achievements have prepared you to excel in it. Women and minorities are encouraged to apply. The University of North Carolina at Chapel Hill is an equal opportunity employer.

- Additional questions about the application process may be directed to Lisa Waldeck, HR Manager in University Development at 919-962-0015 or lwaldeck@dev.unc.edu.
- Additional questions about the position and its requirements and responsibilities may be directed to Elizabeth Dunn, Senior Associate Vice Chancellor for Development, at 919-962-3292 or edunn@unc.edu