



-Position Description-

Position Title:	Gift Planning Manager	Position Code:	
FLSA:	Exempt	Date:	04/2023
Department:	Development	Salary Range:	\$62,000-\$80,000 DOE
Reports To:	Director of Community Engagement		

Position Summary: This position holder is an innovative, results-driven, and organized professional that will be responsible for operating and growing a comprehensive gift planning program, developing relationships with donors and volunteers, and increasing membership of SARRC's Legacy Circle by securing gifts from qualified prospects. This position holder will implement marketing and outreach strategies to increase awareness of SARRC's gift planning program. This position holder will also serve as the staff lead for SARRC's Professional Advisory Council and Grandparents Support Group. The position holder will leverage and optimize volunteers to plan and execute educational events for donors, program participants, professional advisors, volunteers, and community members.

What You'll Do:

- Continually research, identify, solicit, and develop productive relationships with qualified prospects to secure gifts and grow SARRC's Legacy Circle
- Steward donors through various methods including in-person meetings, telephone, e-mail, and special events
- Coordinate and implement direct outreach campaigns to reach potential prospects for SARRC Legacy Circle
- Partner with members of Professional Advisory Council to broaden circle of influence and expand awareness of SARRC's gift planning program
- Works effectively with the Professional Advisory Council and development staff to coordinate and implement educational events on various topics related to estate, charitable gift, and special needs planning
- Serve as staff lead for SARRC's Grandparents Support Group and plan monthly educational events October through March
- Develop a marketing plan and coordinate production of gift planning marketing materials and awareness efforts with Marketing Director
- Maintain and update all relevant giving history, communications, and pertinent information for all gift planning qualified prospects in Raiser's Edge
- Expand knowledge and stay current on all areas of gift planning and gift tax laws, serving as a resource for donors, board, and staff
- Collaborate with development team for SARRC special events and other tasks as assigned

Who You Are:

- Bachelors' degree from an accredited college or university
- Minimum of (5) years of experience within a not-for-profit enterprise in a development role, with a knowledge of fundraising and marketing preferred
- Knowledge of charitable gift and estate planning, including wills, trusts, and gift tax laws
- Recent history of highly successful prospect qualification, relationship building, and overall fundraising results
- Proficiency with computers, Microsoft Office applications, and constituent database software (Raiser's Edge preferred)
- Certified Fundraising Executive (CFRE) or Chartered Advisor in Philanthropy® (CAP®) designation strongly preferred



SARRC

Southwest
Autism
Research &
Resource
Center

-Position Description-

Hours

Full-time

Robust Benefits Package

- Up to 16 days per year paid time off
- 8 paid holidays
- Medical, Dental and Vision Insurance (majority of coverage paid for by SARRC)
- 401(k) with 50% company match up to 6%
- Professional development annual benefit of \$1000

Our Story

Established in 1997 by two mothers of children with autism and their developmental pediatrician, SARRC is an internationally recognized nonprofit with a mission to advance research and provide a lifetime of support for individuals with autism and their families. As the state of Arizona's largest nonprofit serving the autism community, SARRC conducts innovative research, provides evidence-based practices, disseminates effective training, and builds inclusive communities.

If you are interest in this position, please reach out to Careers@autismcenter.org or visit <https://autismcenter.org/career-opportunities> to apply directly.