



## Planned Giving Development Associate

The Niagara Community Foundation (NCF) is a public foundation dedicated to improving the quality of life in Niagara through building endowment funds, providing grants and enabling philanthropic partnerships. We are currently celebrating our 10<sup>th</sup> anniversary year, having raised in excess of \$15 million in current and deferred gifts and awarded almost \$3 million in grants to charities. We help good people do great things in the community, now and forever.

We are currently seeking a Planned Giving Development Associate on a part-time contractual basis. The Associate will undertake the planning, development and execution of a new gift planning program and will work with NCF to maximize planned giving revenue from current and previous foundation supporters. The Associate will ensure that all gift planning efforts are donor-centric, cost-effective, and measurable and will provide long-term institutional growth. This position is accountable to the Executive Director of the foundation.

### Qualifications:

- minimum of 10 years progressive experience in the not-for-profit sector with primary responsibility in the area of planned giving
- combination of education and related experience as it relates to charitable giving
- knowledge of and relationships with the estate planning community in Niagara
- knowledge of regulations governing charitable donations (current and deferred), including ethical, regulatory and legal issues
- Flexibility of hours – occasional evening, early morning and evening work
- Valid license to drive in Ontario and access to a reliable vehicle
- Superior oral, listening and written communication skills
- Ability to work independently from a home office
- Proficient in the use of Microsoft Office, the Internet and donor management software

### Compensation:

Monthly fee of \$2,100 based on 70 hours a month. The Associate is hired on a contract basis.

### Term of contract:

March 22, 2010 to December 31, 2011. The term of this contract will be reviewed in November, 2011 to determine status in 2012. Mutually agreed to performance benchmarks will be developed for on-going measurement of performance of Associate.

**Please reply in confidence by email to:** [liz.palmieri@niagaracommunityfoundation.org](mailto:liz.palmieri@niagaracommunityfoundation.org). Please quote **Planned Giving Development Associate** in subject line. A copy of the complete position description is available upon request.

**Deadline:** Midnight on **March 8, 2010**. All applications must be received by this date for consideration. We would like to thank all applicants. Only those invited to interview will be contacted.