



Lutheran Foundation Canada  
REFLECTING GOD'S GRACE

**Lutheran Church - Canada Financial Ministries (known as Lutheran Foundation Canada)**

**Position:** Planned Giving Gift Coordinator – Central District

**Location:** Central District of Lutheran Church-Canada (Sask., Man., and NW Ont.)

**Job Description:**

The primary responsibility of the Gift Coordinator is to identify, encourage and assist individuals in making planned or major gifts to the Foundation for the congregations, seminaries, districts, synod, and affiliated organizations of Lutheran Church-Canada (LCC). The focus is on planned gifts that require extensive cultivation, planning and knowledge of CRA's tax regulations. The Gift Coordinator would report to the Executive Director of the Foundation.

**Qualifications:** The ideal candidate will have a Bachelor's Degree or have a Certified Fund Raising Executive (CFRE) designation, plus a minimum of three years Planned Giving experience with a proven track record of realized gifts. ***An acceptable equivalent combination of education and business experience will be considered.*** Successful completion of the "Original Canadian Association of Gift Planning (CAGP) course" would be an asset. Must be a member of a LCC congregation, preferably living in Regina or Winnipeg, and not have a criminal record (subject to verification).

**Responsibilities will include;**

- Develop an overall plan and strategy for the identification, cultivation and solicitation of planned giving prospects within the District.
- Assist the Executive Director in the development and implementation of a marketing program to increase deferred gifts to the Foundation.
- Work with internal and external constituents in a professional manner to maximize planned gifts by building and managing relationships with prospects, donors, pastors, and the estate and financial planning professionals utilized by donors.
- Prepare customized planned giving proposals, agreements, and gift scenarios involving cash, securities, insurance, endowments and other major planned gift vehicles in order to meet the donor's personal, estate and financial planning goals.
- Keep informed and updated on tax implications of charitable gifts, new legislation and Canada Revenue Agency's rulings.

- Schedule and present seminars on Christian Estate and Will Planning, including planned giving, to congregations and organizations of LCC throughout the Central District.
- Provide monthly reports on the various forms of contact and gifts developed within the district.
- The position will require travel throughout the District

Interested individuals should forward a cover letter and resume to:

Allen Schellenberg MBA  
Executive Director  
Lutheran Foundation Canada  
Email: [allen.schellenberg@lutheranfoundation.ca](mailto:allen.schellenberg@lutheranfoundation.ca)