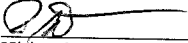



THE DIOCESE OF COLORADO SPRINGS
228 N. CASCADE
COLORADO SPRINGS, COLORADO 80903
(719) 636-2345

4-7-16
Date Posted

Hiring Supervisor

H. R.

ANNOUNCEMENT OF POSITION VACANCY

Job Title: Director of Planned Giving
(Full-time position)

Date Open: April 7, 2016

**Summary
Of Duties:** To further the spiritual and religious mission of the Diocese of Colorado Springs by developing, implementing, and coordinating the Planned Giving program within parishes and diocesan institutions.

Minimum Qualifications:

Education: Bachelor's degree in a related field.
Experience: Three – five years of planned giving at large not-for-profit, fundraising, or financial planning.
Hiring Range: \$71,995 – 78,771/yr. DOE
(Increases to full performance rate within 6 months.)

The successful candidate will demonstrate application of the following knowledge, skills, and abilities:

- Demonstrated ability to develop and maintain positive, supportive, and productive relationships with donors and potential donors
- Computer literacy with Microsoft programs
- Experience with producing promotional materials
- Proficiency in fundraising database management systems desirable
- Strong sales orientation and faith-based understanding of philanthropy
- Knowledge of or ability to learn quickly the methodologies of planned giving
- Ability to work flexible hours and travel within the Diocese
- Knowledge of financial planning
- Ability to look out for the well-being of donors, as well as represent the needs of the Diocese
- Strong listening skills and ability to develop rapport with people of all ages and economic backgrounds

Additional Information:

- Approximately 90% of medical premium paid for employee by employer, as well as 75% for spouse or family premium.
- Short and long term disability paid by employer.
- Life insurance coverage for employee and qualified dependents paid by employer.
- Accident insurance coverage for employee paid by employer.
- Portion of dental and vision insurance paid by employer.
- Eligible for voluntary Term/Life/Accident coverage, effective 7/1/15.
- Eligible for ALFAC Plan options, effective 7/1/15.
- Flexible Benefits plan available.
- Diocesan Lay Employee's Pension Plan - 6% - 8% paid by employer.
- Employee Assistance Plan (EAP) and Travel Assistance Plan.
- Eligible for tax deferred annuity program 403 (b)s.
- 12 paid holidays and discretionary-time-off earned monthly (15 days the first year).
- Non-smoking and family-friendly environment.

Complete job description available with application. Applications (required) are available at:
The Diocese of Colorado Springs, 228 N. Cascade Ave,
Colorado Springs, CO 80903

Or write hr@diocs.org

Or at <http://www.diocs.org/Departments/Human-Resources/Job-Opportunities>

Open until filled.