

Job Title	Major Gifts & Planned Giving Manager		
Employee's Name		Date Prepared	
Organization	YFC International Ministries	Department	Development
Supervisors Names & Titles	Director of Development		
		Location of Service	Remote or YFCI HQ
To be completed by HR:	Full-time, 40 hours/week	Additional Notes:	100% Fundraised Admin Missionary
FLSA Status			
<b>POSITION PURPOSE</b>	<p>Youth for Christ is a missionary movement entrusted with a global vision and committed to a mission of youth evangelism, discipleship, social involvement and leadership development. All YFC International Ministries (YFCI) staff come under the authority of the YFCI Employee Handbook.</p> <p>The role of this position is to help reach young people worldwide by encouraging and assisting YFCI donors and partners in planned, deferred and estate giving.</p>		
ESTIMATED PERCENTAGE OF TIME	<b>ESSENTIAL DUTIES</b>		
10%	<p><b>Spiritual Responsibilities:</b> The overriding religious purpose and mission of Youth for Christ is to communicate the Gospel of Jesus Christ to young people and their families. YFCI staff endeavor to make, educate, and encourage life-long disciples of the Lord Jesus Christ. Employees of YFCI commit to the YFCI statement of faith.</p> <p>The following responsibilities of a spiritual nature will apply to your position within our organization:</p> <ol style="list-style-type: none"> <li>1. Seek God's guidance and wisdom, through prayer and meditation.</li> <li>2. Participate in and occasionally lead regular times of prayer and worship.</li> <li>3. Participate in and occasionally lead times of study from the Holy Bible.</li> </ol>		
15%	<p><b>Partner Development.</b> Staff are responsible to fundraise for the ministry of YFCI. This includes meeting and connecting with donors to YFCI.</p>		
40%	<p><b>Identify, Cultivate &amp; Maintain Relationships with Major Donors</b></p> <ul style="list-style-type: none"> <li>• In consultation with Director of Development and YFCI President design and implement a program to serve, cultivate and involve major donors in the work of YFCI.</li> </ul>		

	<ul style="list-style-type: none"> <li>Effectively communicate with selected individuals, churches, foundations or corporations the vision, mission and funding needs of YFCI.</li> <li>Raise funds for the work of YFCI by cultivating and asking donors (capable of giving \$10,000 to multi-million dollar gifts) to be involved, increasing the number of those responding each year.</li> </ul>
20%	<b>Oversee Planned Giving Operations</b> <ul style="list-style-type: none"> <li>Handle all aspects related to planned, deferred and estate giving.</li> <li>Work with attorneys and partner organizations in developing estate plans for our donors.</li> </ul>
15%	<b>Promote and Arrange Planned Giving Opportunities for YFCI Donors</b> <ul style="list-style-type: none"> <li>Systematically encourage legacy giving with major donors</li> <li>Ensure that planned giving information is included in YFCI communications</li> <li>Work with Development Team to identify, contact and arrange appointments with likely candidates for planned giving.</li> </ul>

**EMPLOYEES ARE HELD ACCOUNTABLE FOR ALL DUTIES OF THIS JOB**

**JOB SPECIFICATIONS**

<b>KNOWLEDGE/SKILLS AND EXPERIENCE</b>	
EDUCATION	Bachelor's Degree is recommended.
EXPERIENCE	10+ years experience in fund development and donor relations
ON THE JOB TRAINING	Yes
EQUIPMENT UTILIZED	Computer, phone, donor database
MANAGE BUDGET YES / NO	Personal fundraising budget. 100% fundraising required.
SUPERVISORY RESPONSIBILITY # OF INDIVIDUALS	As assigned.
COMPETENCIES	<p>To perform this job successfully, an individual should demonstrate the following competencies:</p> <ul style="list-style-type: none"> <li><b>Communication:</b> Provides regular, consistent, and meaningful information. Listens carefully to others and ensures message is understood. Ensures important matters are shared with all appropriate parties.</li> <li><b>Clarity:</b> Communicates in a clear and concise manner. Uses appropriate grammar, pronunciation and tone to enhance</li> </ul>

	<p>understanding. Demonstrates professionalism through body language, including eye-contact and posture. Tailors communication style to needs of the recipient.</p> <ul style="list-style-type: none"><li>• <b>Dependability:</b> Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.</li><li>• <b>Teamwork:</b> Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed; Recognizes accomplishments of other team members.</li><li>• <b>Professionalism:</b> Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.</li></ul>
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NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job.

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### Agreement

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**Employee Signature**

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**Date:**

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**Supervisor Signature**

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**Date:**