



**American Friends  
Service Committee**

1501 Cherry Street, Philadelphia, PA 19102

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**Affirmative Action/Equal Opportunity Employer**

The American Friends Service Committee is a Quaker organization, which includes people of various faiths who are committed to social justice, peace, and humanitarian service. Its work is based on the Quaker belief in the worth of every person and faith in the power of love to overcome violence and injustice.

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**POSITION DESCRIPTION**

**TITLE:** Leadership and Planned Gift Officer

**DEPARTMENT:** Development

**STATUS:** Full-Time, Exempt

**SUPERVISOR:** Director of Leadership and Planned Gifts

**LOCATION:** Philadelphia or Northeast regional/ area office - specific location TBD

**DATE APPROVED:** July, 2013

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**SUMMARY OF PRINCIPAL RESPONSIBILITIES**

The Leadership and Planned Gift Officer focuses on the cultivation and solicitation of individuals who have the greatest potential for supporting AFSC's programs. The Leadership and Planned Gift Officer relates to donors who require the most deftly carried out cultivation leading to solicitation of major outright and planned gifts, including bequest intentions. He/she must coordinate the involvement of other development staff, program staff, and volunteers in the identification / cultivation / solicitation / stewardship process so that priorities are kept in view, deadlines are met, and duplication of effort or action at cross purposes is avoided.

**ESSENTIAL FUNCTIONS/RESPONSIBILITIES:** The key responsibilities of the Leadership and Planned Gift Officer include the following:

1. Raise funds for all work of the AFSC through carefully planned cultivation and solicitation of individuals who have the means to make very large outright, blended or planned gifts, including bequest intentions.
2. Utilizing prospect research and through discussions with donors, staff and committee members, qualify donors' / prospects' capacity to make major /planned gifts. If an individual does not have the capacity and inclination to give a major / planned gift to AFSC, assign them appropriately.
3. Increase current donors' or potential donors' interest in and financial commitment to AFSC through visits, calls, letters, and donor engagement activities. Interpret the work of the AFSC in articulate, compelling and creative ways. The Leadership and Planned Gift Officer is expected to make 125 to 150 visits per year.

4. Participate in monthly pipeline meetings and regular donor strategy sessions. Taking into account the complex financial situations and organizational relationships of many of AFSC's most sophisticated donors / prospects, develop effective cultivation plans and introduce compelling gift options.
5. Involve program and senior administrative staff, committee members, and board members in the cultivation and solicitation of major / planned gift prospects. Provide coaching and support as needed.
6. Reviewing donors' complex financial situations, develop the most appropriate outright, planned, and blended gift options. Work with the Planned Giving Coordinator as necessary.
7. Personally acknowledge gifts from assigned donors and coordinate additional acknowledgments.
8. Maintain donor records in Raiser's Edge, including gift proposals, notes of cultivation and solicitation actions, and donor's personal information of relevance to AFSC.
9. Keep informed about the total program work of the AFSC through contacts with program staff, attendance at events, site visits, and reading materials.
10. Consult as necessary with fundraising colleagues, participate in conference calls, and attend periodic national gatherings of all AFSC fundraisers.

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#### MINIMUM QUALIFICATIONS

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**EDUCATION:** Bachelor's degree required.

**EXPERIENCE:**

1. Five or more years of direct fundraising experience, including three or more years experience in major / planned gift fundraising with individual donors, is required.
2. Experience with capital campaigns preferred. Knowledge of AFSC or a social change organization is desirable.

**OTHER REQUIRED SKILLS AND ABILITIES:**

1. Ability to communicate professionally and persuasively both orally and in writing. Ease in initiating contact with persons not known, in person and by phone / email. Demonstrated ability to interpret effectively the programs and goals of an organization to a wide range of persons of different backgrounds. Convey credibility and expertise in advising donors on confidential and sometimes complex philanthropic planning matters.
2. Commitment to Quaker values and testimonies. Understanding of and compatibility with the principles and philosophy of the American Friends Service Committee including non-violence and the belief in the intrinsic worth of every individual.
3. Understanding of, and commitment to, the principles, concerns, and considerations of AFSC in regard to issues of race, class, nationality, religion, age, gender and sexual orientation, and disabilities. Demonstrated ability to work and communicate with diverse staff.

4. Sensitivity to Quakers with a range of perspectives.
  5. Willingness and ability to travel approximately 40 % or more of each month over a wide geographic area and to work some evenings and weekends. Must possess a valid driver's license.
  6. Experience that demonstrates ability to organize time well, to give attention to detail, and to carry out careful planning and follow-up. Presentation of ability to use imagination and innovation within financial, physical, time or other limitations.
  7. Ability to sustain workloads over extended periods during emergencies, special campaigns, holiday seasons and other situations.
  8. Demonstrated administrative and supervisory experience and skills with staff and/or volunteers. Ability to work both independently and in a multi-layered team environment, establish objectives, determine priorities, set performance standards and establish a successful team approach to achieve fundraising goals.
  9. Evidence of ability to exercise judgment consistent with and supportive of AFSC goals as well as demonstrated initiative, perseverance and ability to cope with pressure.
  10. Ability to work cooperatively with committees and staff, and in an organization that is characterized by a high level of consultation.
  11. Computer / Internet literacy required; familiarity with Raiser's Edge, PG Calc, and Microsoft Office desirable.
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**COMPENSATION:** Salary Range 17 - Exempt - Comprehensive medical and hospitalization plan; term life, accident and salary continuation insurances, defined benefit pension plan, plus fringe benefits; participation in unemployment and worker's compensation and social security.

The AFSC central office and some regional offices are unionized workplaces. This position is represented by District Council 47 of the American Federation of State, County and Municipal Employees, AFL-CIO. This is a Bargaining Unit II position.

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The American Friends Service Committee is an Affirmative Action/Equal Opportunity Employer. Qualified persons are encouraged to apply regardless of their religious affiliation, race, age, sex, gender identity, sexual orientation or disability.

The American Friends Service Committee is a smoke-free workplace.

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