



WycliffeFoundation

Position Description
Gift Planning Associate
External Posting

Objectives/Major Goals

Represent the *Wycliffe Foundation* and its affiliated entities in developing meaningful relationships with donors and providing them with gift planning services.

Reports to: Gift Planning Associate Team Leader

Status: Full-time/Exempt

Salary: This is an exempt position with a competitive salary that is commensurate with qualifications, education and experience

Benefits: Wycliffe Foundation offers a comprehensive and competitive benefits package

Location: Philadelphia/Lancaster, PA (Northeast US – near a major airport)

Wycliffe Foundation

The Wycliffe Foundation, headquartered in Orlando, Fla., is a small, entrepreneurial, non-profit corporation with a dedicated professional staff. It serves the financial partners of several organizations based in the United States associated with the Wycliffe Bible translation, linguistics, and literacy efforts. The Foundation was created to provide gift-planning services to those interested in the mission of Wycliffe and its partners.

The Wycliffe Bible translation effort was begun in 1917 by William Cameron Townsend. Townsend resolved that everyone should have God's Word in their heart language. Currently, there are over 3,000 languages that need translation. In response to the need, Wycliffe has embarked on a worldwide effort to see Bible translation started in every language that needs it by 2025. That commitment, called *Vision 2025*, requires numerous partnerships and creative strategies including the establishment of the Wycliffe Foundation in October 2002.

General Job Description

The Gift Planning Associate is primarily responsible for developing high quality relationships with individuals who have a heart for Bible translation and who wish to participate in the work financially. This ministry requires consistent communication and centers on the vehicle of gift planning. The Gift Planning Associate presents the work of Wycliffe Foundation-affiliated organizations to donors and potential donors and acts in cooperation with the affiliates' personnel.

Key Responsibilities

To be successful in the position, the GPA will focus on three key dimensions - serving donors, achieving results, and supporting the team.

Serving Donors

- Develop long and short range plans for donor interaction in an assigned geographic area
- Set appointments, call and meet donors, provide effective advice on opportunities in gift planning
- Work closely with field representatives and development staff of affiliated entities to provide best possible service to donors
- Lead seminars and participate in events that inform and educate donors
- Help donors draft specific gift plans and find alternatives for different financial scenarios
- Coordinate with the donor's professional advisors
- Follow up with thank you acknowledgments, and provide information for the donor on the progress of Bible translation
- Document contacts and results

Achieving Results

- Facilitate execution of gift plans and associated agreements for donors and their advisors
- Increase expected future revenue by increasing number of donors with gift plans as well as the comprehensive nature of those plans

Supporting the Team

- Join the organization in prayer
- Develop and maintain expertise in effective donor relationships and gift planning
- Participate in selected industry activities to heighten professional development and increase the visibility of the *Wycliffe Foundation* among other charities
- Promote staff development by participating in training and mentoring as teacher and student
- Share success stories

Qualifications

- Demonstrated competencies in the development of high quality constituent relationships and consistent effective communication
- Ability to manage relationships with a portfolio of constituents
- Ability to work independently, planning and executing duties with no direct supervision
- Experience in positions with accountability for both result-oriented and process oriented goals
- Proficiency in MS Office and the ability to learn new software quickly
- Expertise with financial instruments and knowledge of gift planning tools strongly preferred
- Non-profit or financial services experience beneficial, but not required
- Speak, write and read English fluently
- Willing to support, without reservation, the Christian mission of the Foundation and the entities it supports
- Fluency in a second language helpful
- Extensive travel required

Screening:

Please note that our application and screening process for this position will involve the following: phone and in-person interviews, online psychological/personality testing, skill testing, drug testing, criminal background and credit screening, submission of personal belief statements, reference checking, and signature showing support of company doctrinal statement.

Contact Information

To apply for this position, submit a letter of interest and current resume via email with subject line Gift Planning Associates WF to HR@wycliffefoundation.org as an MS Word or .rtf document.