

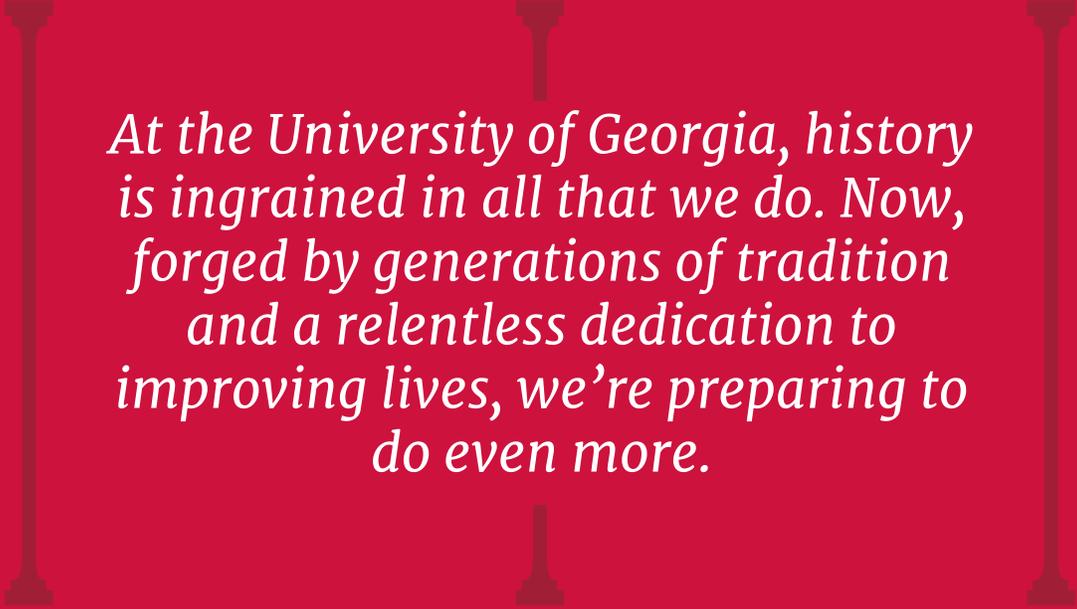
DIVISION OF DEVELOPMENT AND ALUMNI RELATIONS

SENIOR DIRECTOR OF GIFT & ESTATE PLANNING

POSITION PROFILE



**UNIVERSITY OF
GEORGIA**

The image features three stylized, dark red columns that resemble classical architectural pillars. They are positioned symmetrically around the central text, with one on the left, one in the center, and one on the right. Each column has a decorative capital at the top and a base at the bottom. The background is a solid, vibrant red color.

*At the University of Georgia, history
is ingrained in all that we do. Now,
forged by generations of tradition
and a relentless dedication to
improving lives, we're preparing to
do even more.*

TO THE HUNGRY, HUMBLE, AND SMART.

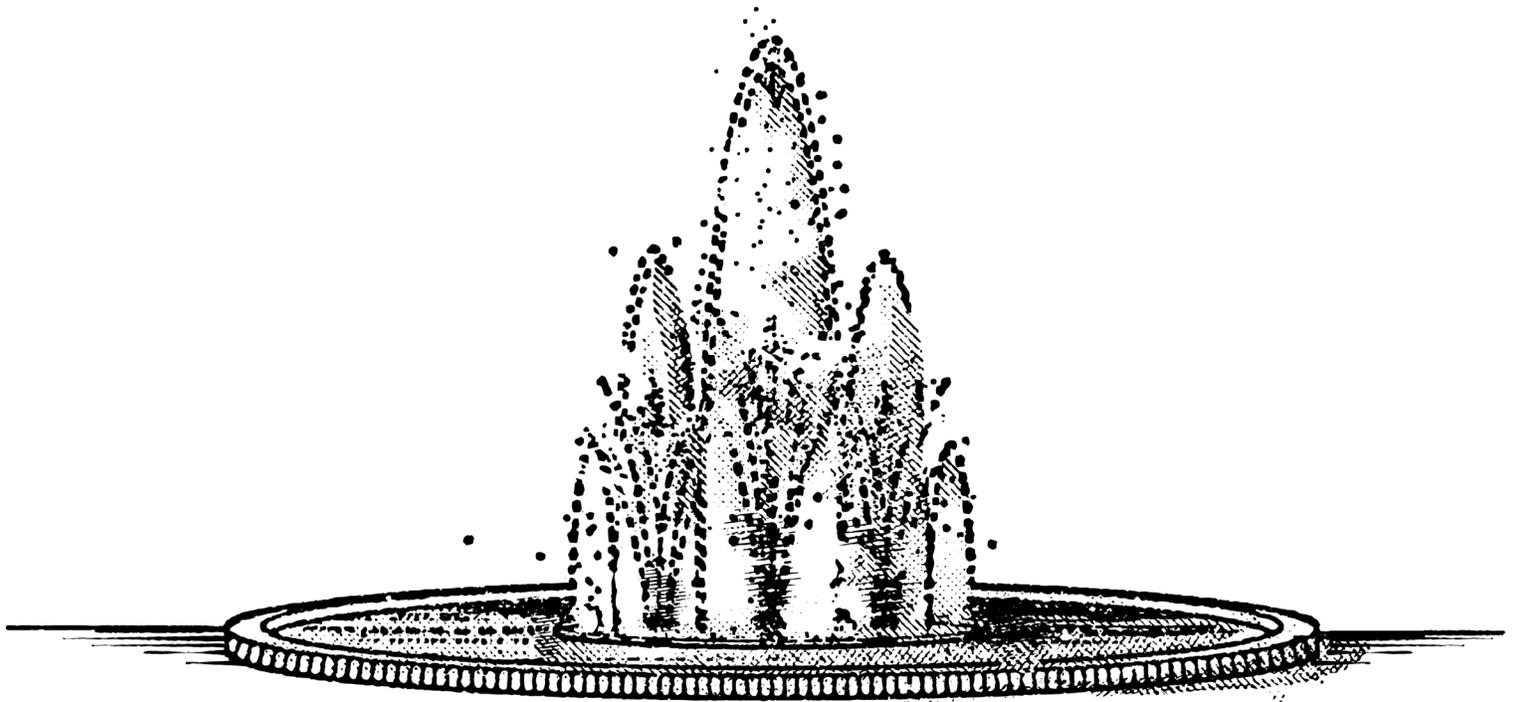
TO THE GAME-CHANGERS AND GOAL-SETTERS.

TO THE LEADERS, THE DOERS, AND THE INNOVATORS.

WE SEE YOU.

The UGA Division of Development and Alumni Relations is committed to building a culture of philanthropy at the University of Georgia. Our campaign is centered around removing barriers for students, enhancing the learning environment, and solving the grand challenges of our world.

To achieve these goals we are seeking team members who are committed to greatness. These aren't just employees, these are Bulldogs- professionals who tackle their duties with the utmost pride and passion. At the heart of all we do is heart, and we're ready to answer the call to service.

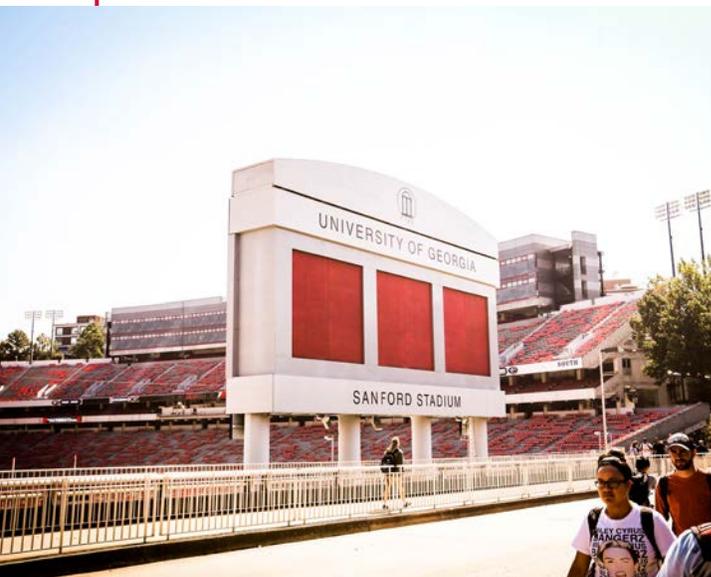




GIFT AND ESTATE PLANNING

The Office of Gift & Estate Planning works collaboratively with all colleges and areas of the University of Georgia to secure planned gift commitments from alumni and friends. Planned gifts include bequests, gifts of retirement assets and/or life insurance through a beneficiary designation, charitable gift annuities, charitable remainder trusts, and charitable lead trusts. The office is currently comprised of a Director of Gift & Estate Planning, an Assistant Director of Gift and Estate Planning, and a Development Associate.

Each member of the team is available to assist development staff in identifying, cultivating, soliciting, and stewarding planned giving prospects. Gift & Estate Planning is also available to partner directly with donors and their professional advisors to create a plan allowing the donor to achieve their philanthropic, financial, and estate planning objectives while supporting the University's mission.



ABOUT THE POSITION:

SENIOR DIRECTOR OF GIFT & ESTATE PLANNING

Reporting directly to the Executive Director of Development, this position is expected to advance the mission of the University, the Development and Alumni Relations Division, and the Office of Development. It is charged with securing strong and stable relationships with internal and external constituencies and must operate through effective communication, strategy development, coordination and management of the planned giving program, and the successful leadership of staff.

POSITION RESPONSIBILITIES

- Determine and implement departmental direction concerning all facets of estate and gift planning including, but not limited to: charitable gift annuities, charitable remainder trusts, pooled income funds and bequests.
- Conduct face to face visits with prospective and current donors as needed for cultivation, solicitation and stewardship purposes. Selected visits may be with advisors to donors.
- Manage the day-to-day operations of the fundraising programs in Gift & Estate Planning including supervision of the assistant director and two development associates. Initiate any personnel actions required for the unit.
- Serve as a member of the senior leadership team of the Office of Development, helping develop strategies and set policies and procedures.
- Provide oversight of the design and development of proposals, planned gift agreements, and all print and web-based materials for the unit.
- Develop and oversee the annual operating budget for the unit.
- Serve as the point of contact for all UGA development staff and other institutions regarding issues and questions regarding estate and gift planning.
- Attend development staff meeting as required and attend and conduct continuing education as requested.

QUALIFICATIONS

Minimum

- Bachelor's degree and 8 years of related higher education experience.

Preferred

- Higher education experience with comprehensive campaign experience is a plus.

KNOWLEDGE, ABILITIES, SKILLS & COMPETENCIES

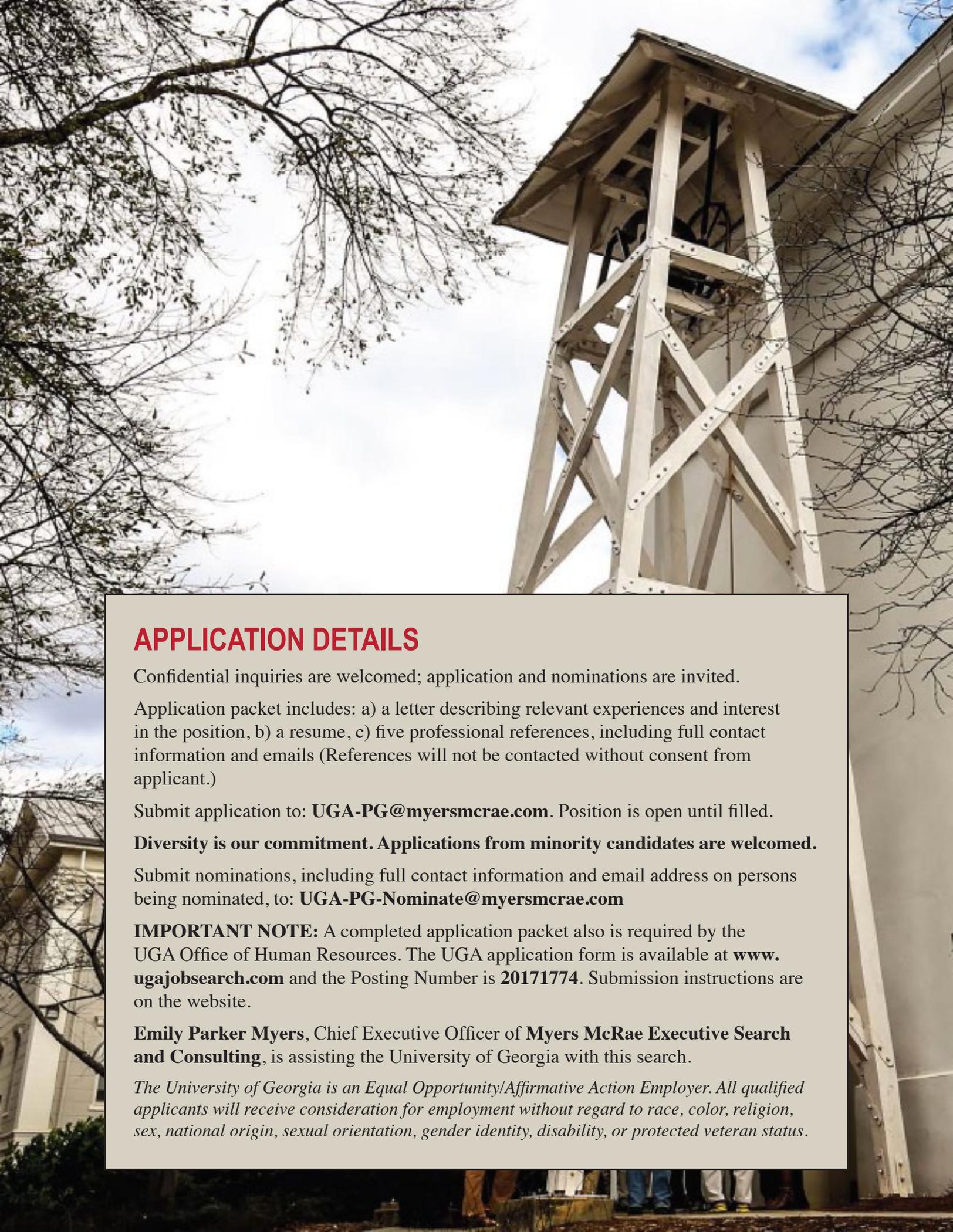
- Knowledge of investments, financial markets, real estate, etc.
- Strong interpersonal, verbal and written communication skills.
- Strong management, organizational, and time management skills.
- Ability to work independently and collaboratively.
- Basic office computer and equipment skills required

PHYSICAL DEMANDS

- Ability to work in a standard office environment.
- Ability to travel in and out of state.

SALARY

Salary for this position is negotiable commensurate with qualifications and experience.



APPLICATION DETAILS

Confidential inquiries are welcomed; application and nominations are invited.

Application packet includes: a) a letter describing relevant experiences and interest in the position, b) a resume, c) five professional references, including full contact information and emails (References will not be contacted without consent from applicant.)

Submit application to: **UGA-PG@myersmcrae.com**. Position is open until filled.

Diversity is our commitment. Applications from minority candidates are welcomed.

Submit nominations, including full contact information and email address on persons being nominated, to: **UGA-PG-Nominate@myersmcrae.com**

IMPORTANT NOTE: A completed application packet also is required by the UGA Office of Human Resources. The UGA application form is available at **www.ugajobsearch.com** and the Posting Number is **20171774**. Submission instructions are on the website.

Emily Parker Myers, Chief Executive Officer of **Myers McRae Executive Search and Consulting**, is assisting the University of Georgia with this search.

The University of Georgia is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability, or protected veteran status.

ABOUT THE UNIVERSITY OF GEORGIA

Chartered by the Georgia General Assembly on January 27, 1785, the University of Georgia is America's first state-chartered university and the birthplace of the American system of public higher education. The comprehensive land-and-sea-grant institution is ranked 18th among the nation's best public universities by U.S. News & World Report. UGA attracts some of the most academically talented students in the nation. Recognized as a leader among public universities in the numbers of major scholarships earned by students, UGA has produced nine Rhodes Scholars, five Gates Cambridge Scholars, six Marshall Scholars, 13 Truman Scholars and 13 Udall Scholars since 1995. In the past four years, 49 UGA students were offered Fulbright Scholarships. UGA's 2016-2017 enrollment totals more than 36,000 including over 27,000 undergraduates and 8,500 graduate and professional students. There are 125 foreign countries represented among the 1,184 undergraduate and 1,442 graduate and professional non-US citizens. Twenty-six percent of the undergraduate enrollment is minority.

The University is composed of 17 schools and colleges; Agricultural and Environmental Sciences, Arts and Sciences, Business, Ecology, Education, Engineering, Environment and Design, Family and Consumer Sciences, Forestry and Natural Resources, Graduate School, Journalism and Mass Communication, Law, Pharmacy, Public Health, Public and International Affairs, Social Work, and Veterinary Medicine. UGA is also home to the Augusta University and the University of Georgia Medical Partnership. UGA has a nationally competitive intercollegiate athletic program. A member of the NCAA Division 1, Southeastern Conference, the University fields 9 men's and 12 women's varsity sports. The Bulldogs have won 42 national championships, including 30 since 1999.

