



Lutheran Foundation Canada
REFLECTING GOD'S GRACE

Lutheran Church - Canada Financial Ministries (known as Lutheran Foundation Canada)

Position: Planned Giving Gift Coordinator – Central Region

Location: Central Region of Lutheran Church-Canada (covering SK, MB, N/W ON)

Job Description:

The primary responsibility of the Gift Coordinator is to identify, encourage and assist individuals in developing planned (estate) gifts, and sometimes lifetime gifts, for the congregations, seminaries, and organizations who belong to the Lutheran Church-Canada (LCC) Synodical family. Your focus on planned gifts would be shared through seminars, webinars, brief talks after Sunday service, or at board meetings and conventions, using these opportunities to outline the importance of good Christian stewardship as it applies to estate planning. This includes the practical development of individual gift plans based on CRA regulations. You would be one of three Gift Coordinators in Canada, reporting to the Foundation's Executive Director.

Qualifications: The ideal candidate must:

- Be conversant with principles of Christian stewardship and be willing to define and encourage appropriate estate stewardship in your conversations and presentations, often including one-on-one conversations with seniors.
- Be passionate about the various ministries associated with Lutheran Church – Canada and about opportunities to assist individuals wishing to support these ministries.
- Have a bachelor's degree or a minimum of three years Planned Giving experience with a proven track record of realized gifts. ***An acceptable, equivalent combination of education and business experience will be considered, particularly in sales or marketing.***
- Have completed the “*Original Canadian Association of Gift Planning (CAGP) Course*”. If applying with "equivalent experience", this course would be provided.
- Must be a member of a LCC congregation, preferably living in Saskatoon, Regina, or Winnipeg, or a community in close proximity
- Must be able to successfully pass a criminal record check.
- Must be comfortable using Microsoft Office applications for the development of marketing and presentation materials, or other applications as needed for quarterly reporting to the Executive Director.

Responsibilities will include:

- Develop an overall plan and strategy for the identification, cultivation and solicitation of planned gifts within the Region.
- Assist the Executive Director in the development and implementation of a marketing program to promote planned gifts from LCC's membership.
- Prepare customized planned giving proposals, agreements, and gift scenarios involving cash, securities, insurance, property, and other major planned gifting vehicles, to meet the donor's personal, estate and financial goals, within the context of their Will or other legal documents utilized for such purposes.
- Share general knowledge regarding other key aspects of estate planning beyond the Will, that includes a Power of Attorney, Healthcare Directive and many other suggested documents to outline a person's wishes when they are no longer able.
- Work with internal and external constituents in a professional manner to maximize planned gifts by building and managing relationships with prospects, donors, pastors, and the estate and financial planning professionals utilized by donors.
- Keep informed and updated on the tax implications of charitable giving, with respect to new provincial legislation and Canada Revenue Agency's regulations.
- Schedule and present seminars on Christian Estate and Will Planning to congregations and organizations of LCC throughout the Central Region.
- Provide monthly reports on the various forms of contact and the gifts developed within the Region.
- Willingness to travel, specifically to congregations throughout the Region or to attend conferences as necessary. (All travel costs on behalf of the Foundation are reimbursed.)

Interested individuals should forward a cover letter and resume to:

Allen Schellenberg MBA
Executive Director
Lutheran Foundation Canada
Email: allen.schellenberg@lutheranfoundation.ca