Job Title: **Planned Giving and Major Gifts Officer**  
Organization: Unitarian Universalist Service Committee (UUSC) – Based in: Cambridge, Massachusetts  
Department: Development (DEV)  
Reports to: Associate Director of Development for Major Gifts  
Grade: 6 (Bargaining Unit)

**Purpose:** Work closely with the Associate Director of Development for Major Gifts (Associate Director), as well as the Vice President and Chief Development Officer (VP-CDO) to ensure that UUSC meets its fundraising objectives for Planned Giving and Major Gifts. The Planned Giving and Major Gifts Officer will play a key role in the development and implementation of a strategic plan to solicit legacy and major gifts, design special gatherings for current and prospective planned giving donors, and communicate to constituents the tax advantages of making a charitable planned gift to UUSC. She/he will also work with the Associate Director and the VP-CDO to support special initiatives and campaigns.

**Essential Duties and Responsibilities**

- Under supervision of the Associate Director, develop and implement a plan to achieve assigned annual revenue and meeting targets;
- Create an effective plan to ensure that UUSC builds and sustains relationships with its top planned giving supporters and prospects through personal visits, events, telephone contact and print and email correspondence;
- In conjunction with the Associate Director, formulate appropriate planned giving donor strategies and tracking for general support, legacy giving and special campaigns;
- Meet with donors across the U.S. for donor cultivation and solicitation;
- Write, distribute, and follow-up on planned giving communications;
- Oversee the production of all gift planning outreach, including printed and electronic newsletters;
- Maintain planned giving vendor relationships and schedules for mailings, website updates, and administrative services;
- In coordination with the Major Gifts Unit, develop plan to acknowledge and recognize all integrated planned, major, and special gifts;
- Coordinate with Development team colleagues on congregational visits and outreach as appropriate;
- Train and update Development team colleagues on planned giving instruments;
- Review, update, and create appropriate planned giving documents;
- Act as primary contact for attorney and trust officers needing UUSC participation for estate processing;
- Maintain accurate and up-to-date donor information in the database, create planned giving donor lists and revenue reports for tracking;
- Maintain planned giving prospect list and visit and production schedules;
- Perform other duties as assigned or required.

**Qualifications**

- At least 5 years of experience in planned or major gifts fundraising;
- Knowledge of planned giving regulations and practices;
- Track record in developing donor relationships and soliciting gifts;
- Advanced written and verbal communication skills including public speaking ability;
• Ability to work independently and take initiative, while at the same time being a team player;
• Solid problem solving and decision-making skills;
• Attention to detail and care about following up essential;
• Ability to travel at least 25 percent of the time;
• Knowledge of and connections within the UU world preferred;
• Previous exposure to human rights work and/or international development.
• Bachelor’s Degree required or equivalent experiences.

Compensation and Benefits:

Starting Annual Salary: Competitive salary based on experience (starting annual salary between $60,000 to $66,500 per year).

Employment Benefits: UUSC offers a generous benefits package including: health, dental, and life insurance, STD/LTD, 403(b) tax deferred annuity, retirement plan with 9% of salary contribution to pension plan after 1 year of job retention, flexible spending plans for medical and dependent care, commuter allowance, and generous paid time off.

Non-Discrimination and Equal Employment opportunity: UUSC is highly committed to the principle of equal opportunity in employment. People of color, LGBTQIA individuals, and people from other diverse communities are encouraged to apply.

Interested applicants please submit a cover letter and resume preferably to: employment@uusc.org

Or mail to: Unitarian Universalist Service Committee (UUSC)
Attn.: Director of Human Resources
689 Massachusetts Avenue
Cambridge MA 02139

For more information about the Unitarian Universalist Service Committee, please visit www.uusc.org