

## USA Central and Southern Province of the Society of Jesus (Jesuits)

### POSITION ANNOUNCEMENT

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**JOB TITLE:** Planned/Major Gift Officer

**JOB STATUS:** Exempt  
Full Time

**LOCATION:** Central or Southern part of the United States

**REPORTING TO:** Provincial Assistant for Advancement & Communications

**BACKGROUND:**

The Society of Jesus is a Roman Catholic religious order of brothers, priests and scholastics commonly known as the Jesuits. It is a worldwide order organized into provinces. Each province is governed by a provincial superior. He is assisted in his work by Consultors and assistants, who may be Jesuits or lay partners in ministry. The apostolic works of the province include:

- High schools
- Colleges and universities
- Pre-secondary schools
- Parishes
- Retreat centers

The province supports the spiritual, ministerial and communal lives of its members, assists and coordinates the various apostolic works, provides training to young Jesuits in formation and cares for elderly and infirm Jesuits.

The Central and Southern Province includes the following states:

Alabama	Mississippi
Arkansas	Missouri
Colorado	New Mexico
Florida	Oklahoma
Kansas	Tennessee
Louisiana	Texas

We also serve in Belize and Puerto Rico. Currently, the Central and Southern Province is home to 380 Jesuits who minister in apostolates at home and abroad.

**JOB SUMMARY:**

The Planned/Major Gift Officer has two primary roles. The first is to solicit major gifts in support of the province. The second is the overall design, management and implementation of the Province's Gift Planning and Legacy Program. Please note, this is not an entry level position. The Planned & Major Gift Officer must be comfortable working with Crescendo (or similar software) for the creation of planned gift documents, including presentation materials. The Planned & Major Gift officer will serve as a planned giving resource for the provincial staff and train professional colleagues and lay partners to cultivate and solicit gifts.

**MAJOR RESPONSIBILITIES:**

1. Develop and implement strategies to identify, research and solicit qualified prospects for major gifts including one-on-one meetings. Solicit major gifts, often as an outgrowth of planned giving prospecting.
2. Design and implement a customized proactive planned giving marketing plan. Develop guidelines and promotional materials for use by members of the provincial staff.
3. Research and maintain individual donor profiles on qualified prospects and donors. Oversee a comprehensive tracking system for all planned gift donors and prospects.
4. Demonstrates a commitment to the Roman Catholic Church and the vision of the Society of Jesus (Jesuits).
5. Provide in-service training to province professional and support staff on planned giving methodologies. Serve as an information resource for province ministries
6. Identify, research, cultivate, and solicit qualified prospects for planned gifts to the province.
7. Plan and execute a series of donor and prospect-focused events, including donor and professional seminars and regional and regional donor recognition events.
8. Build relationships with attorneys, trust officers, accountants, financial planners and other estate planning professionals regarding gift opportunities for clients.
9. Maintain expenses within the approved budget.

**REQUIREMENTS:**

1. Thorough understanding of planned giving techniques.
2. Excellent analytical skills to research and identify potential planned gift donors.

3. Excellent communication and public speaking skills.
4. Bachelor's Degree required (advanced degree preferable).
5. Proven ability to solicit and close financial agreements with donors.
6. Minimum of 5 years of experience in financial planning, marketing, development, and/or planned-giving, with increasing responsibility for program management.
7. Willingness to work from home office.
8. Willingness to travel as required. This includes over night stays within the Central and Southern Province.

**APPLICATION PROCESS:**

Interested candidates should email or mail resume and cover letter to:

Mr. John Fitzpatrick  
Assistant for Advancement  
Jesuits Central and Southern Province  
4511 West Pine Blvd.  
St. Louis, MO 63108-2191  
[ifitzpatrick@jesuits.org](mailto:ifitzpatrick@jesuits.org)