
Planned Giving Officer Resume

Job Objective

A successful Planned Giving Officer seeking a position with organization needing someone with the experience, drive and ability to aid in helping the organization achieve their goals.

Highlights of Qualifications:

- Huge working experience in fundraising organization.
 - Solid knowledge of planned giving and other aspects of estate planning.
 - Strong knowledge of fundraising strategies and governing laws.
 - Superior analytical and organizational skills
 - Excellent ability to work independently and as part of a team
 - Outstanding ability to develop and implement fund-raising activities
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Professional Experience:

Planned Giving Officer
American University, Independence, OH
August 2005 – Present

- Managed fund raising activities successfully.
- Developed and successfully implemented fundraising activities.
- Achieved targets set through proper planning and strategies.
- Developed and implemented various fund raising ideas.
- Managed annual fund staff and volunteers to support fund raising activities.
- Prepared and circulated materials to support fund raising initiatives.

Planned Giving Officer
Connecticut College, Independence, OH
May 2000 – July 2005

- Managed and monitored major gift and estate planning programs.
 - Developed and maintained personal contacts with potential donors.
 - Initiated various fund raising and gifting activities.
 - Ensured all activities were in compliance with governmental regulations and investment policies.
 - Developed and executed marketing strategies for planned gifts for implementation.
 - Published various information materials to support gift and estate planning programs.
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Education:

Bachelor's Degree in Business
Grand Valley State University, Allendale, MI

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