



## **Executive Director Lutheran Planned Giving Services**

**Lutheran Planned Giving Services (LPGS)** is a serving arm of the Nebraska Synod, ELCA. Our mission is to educate, motivate, and assist in developing current and planned gifts in support of ministries of the Evangelical Lutheran Church in America (ELCA) as tangible expressions of gratitude for God's blessings. LPGS represents 14 ministries and has over 1000 Willing Witnesses—people who have included one or more ministries of our church in their estate plan. LPGS seeks a proven leader to fulfill this mission.

**TITLE:** Executive Director

**POSITION SUMMARY:** The Executive Director of Lutheran Planned Giving Services is responsible for identifying, cultivating, soliciting, securing and stewarding gifts from individuals in support of the Nebraska Synod and its partnering agencies and institutions, congregations and related ELCA ministries. The Executive Director works in partnership with synods, ELCA related organizations and institutions to expand the network of prospective donors and increase support for all Lutheran ministries. Examples include the giving of assets, bequests, life income gifts, charitable gift annuities and memorial endowments. The Executive Director serves under the direction of the Board of Directors of Lutheran Planned Giving Services.

### **PRINCIPAL ACCOUNTABILITIES:**

1. Plan programs and set marketing strategy according to the Strategic Plan in order to increase financial support for the work and ministry of the members of Lutheran Planned Giving Services.
2. Facilitate the process of identifying prospective donors to conduct discovery interviews; present gift-plan proposals and ask for planned gifts on subsequent meetings.
3. Lead planned giving workshops in congregations, during Nebraska Synod assemblies, and for other Nebraska Synod-related organizations.

4. Complete Weekly Tracker for activity metrics. Update Pipeline Report for current stage and potential gift type/size and close date. Participate in weekly one on one activity calls. Enter all contacts and meeting notes in CRM.
5. Build and maintain strong relationships with the member agencies and institutions of Lutheran Planned Giving Services in order to have a working knowledge of their ministry and financial needs.
6. Assist congregations in establishing and maintaining congregational mission endowment funds.
7. Develop and maintain a network of competent planned giving and estate planning resource persons: attorneys/CPAs and other allied professional advisors.
8. Maintain relationship with professional associations for personal growth and effectiveness.
9. Provide leadership and supervision of support staff to ensure efficient office operations in support of the activities and functions of Lutheran Planned Giving Services.
10. Develop the annual operational plan of Lutheran Planned Giving Services Nebraska Synod (ELCA) Agencies and Institutions.
11. Provide leadership to the strategic planning process of Lutheran Planned Giving Services.
12. Perform other duties as assigned.

**QUALIFICATIONS:**

1. Commitment to the mission of the Evangelical Lutheran Church in America, and to serving donors who desire to support the ministry of the church and its institutions/agencies through major outright and deferred planned gifts.
2. Knowledge of the Lutheran faith and the ability to articulate the Lutheran/Christian approach to responding to human need through ministry in the Church. A commitment to understanding the unique culture of the Nebraska Synod and its agencies and institutions.
3. Lutheran-ELCA membership strongly preferred.
4. Significant experience in development and planned giving, marketing, public relations or related. CFRE preferred.
5. Excellent oral and written communication skills in small and large group settings. Ability to effectively interview potential donors about their passions for ministry

and available assets; skilled in design and presentation of proposals and asks for planned gifts.

6. Willingness to travel regularly including overnight trips.
7. Ability to utilize a constituent information system as an integral part of the moves management strategy.
8. Demonstrated ability to function as a cooperative member of a team.
9. Be a relatable self-starter. Initiate and follow through with successful planned gift strategies that display creativity and imagination resulting in planned gifts for the sponsoring members of LPGS.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to talk and hear, use hands and fingers to operate a computer and telephone. This position requires sitting for long periods of time. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

**APPLICATION PROCESS:**

Applications (resume and cover letter) and inquiries about the position may be directed in confidence to:

**Lutheran Planned Giving Services, c/o Anne Monahan  
1044 N. 115<sup>th</sup> St. Ste. 250  
Omaha NE 68154**

Electronic submissions are strongly preferred and should be sent to:  
[anne.monahan@elca.org](mailto:anne.monahan@elca.org)

Additional information about LPGS can be found at [www.lpgs.org](http://www.lpgs.org).