



Marketing and Development Coordinator Lutheran Planned Giving Services

Lutheran Planned Giving Services (LPGS) is a serving arm of the Nebraska Synod, ELCA. Our mission is to transform gratitude into giving to strengthen ELCA Lutheran ministries. LPGS represents 13 ministries and has over 1000 Willing Witnesses—people who have included one or more ministries of our church in their estate plan.

TITLE: Marketing and Development Coordinator

POSITION SUMMARY: The Marketing and Development Coordinator of Lutheran Planned Giving Services works with the Executive Director to execute the communications and fundraising goals of the organization. In addition, this position is responsible for coordinating the Willing Witness giving society, including event planning and execution of the stewardship program. Project management is required, including handling social media, website content, and coordination of marketing materials.

Essential Duties and Responsibilities (other duties may be assigned)

- Ability to maintain confidentiality and a high degree of accuracy in donor records;
- Advanced working knowledge of Fundraising Software, preferably Raiser's Edge;
- Must possess knowledge of fundraising principles and practices and maintain a professional, polished demeanor;
- Detail-oriented, with strong organizational, analytical, and planning skills;
- Initiative and independence in carrying out responsibilities;
- 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.

Administrative Management

- Coordinate and schedule appointments, meetings and conference calls;
- Manage and maintain donor database to include basic donor information;
- Utilize the Raiser's Edge database to pull reports, mailing lists, and donor records to assist in fundraising efforts;
- Ensure gifts are accurately accounted for in Raiser's Edge and acknowledged;

- Assist in the creation of personalized gift proposals and agreements for planned and major gift donors using CresPro;

Communications Management

- Communicate LPGS's brand and initiatives efficiently and accurately via many channels (website, printed materials, e-newsletters, social media, etc.);
- Design and publish basic marketing pieces utilizing InDesign, Adobe, and other emerging tools to help refine LPGS's brand (including the Annual Report, Program Brochures, etc.);

Special Skills or Experience

Must have excellent interpersonal skills and be able to work collaboratively with a variety of colleagues and constituents. Strong organizational, writing and communication skills, with attention to detail. Demonstrated ability to use advanced features of Microsoft Suite and ability to learn new computer skills. Position will require some familiarity with social media, financial and investment instruments, mature judgment, and ability to act independently to plan and accomplish goals. Bachelor's degree in a related field or equivalent work experience required. Fundraising experience a plus.

APPLICATION PROCESS:

Applications (resume, cover letter, and three (3) professional references) and inquiries about the position may be directed to:

**Lutheran Planned Giving Services,
1044 N. 115th St. Ste. 250
Omaha NE 68154**

Electronic submissions are strongly preferred and should be sent to:
scallahan@lutherangiving.org

Additional information about LPGS can be found at www.lpgs.org.