

# Giving Advisor

## Organization

ELFEC is a charitable foundation which serves all the Synod of the Evangelical Lutheran Church in Canada, and other faith-based organizations with similar charitable purposes. We have two programs: investment management for charitable organizations; and Lutheran Planned Giving (LPG). The LPG program operates on the territory of the Eastern Synod, from Halifax to Sault Ste. Marie.

## Opportunity

We are looking for an exceptional individual to join ELFEC's professional team as a part-time Lutheran Planned Giving Advisor. You will find satisfaction in this role if you:

- Feel comfortable working in the environment of a Christian denomination
- Can speak with confidence about money and giving
- Enjoy meeting people in churches and homes
- Are good at cultivating and maintaining professional relationships
- Can work in a coordinated team with minimal direct supervision

## Mandate

To identify, encourage and assist people to make planned gifts to the Evangelical Lutheran Church in Canada in all its expressions.

## Expected activities

1. Retain current donors
  - a. Act as the primary contact for all planned giving enquiries
  - b. Visit existing donors
  - c. Maintain and grow Friends of LPG (a stewardship and recognition program for planned giving donors)
2. Research, identify and cultivate prospective donors
  - a. Maintain good working relationships with pastors, congregations and leaders of Eastern Synod-related organizations
  - b. Using a variety of media and techniques, increase the awareness of and promote the use of planned giving

3. Assist people to make planned gifts that are appropriate to their circumstances
4. Contribute to the success of the ELFEC staff team
  - a. Report to the Executive Director
  - b. Maintain the accuracy and integrity of information in the ELFEC database
  - c. Coordinate information and activities with other team members
  - d. Participate in team meetings

## Qualifications

Post-secondary degree

Broad knowledge of Eastern Synod and its congregations

Aptitude for understanding technical aspects of planned gifts and taxation

Reasonable competence with Microsoft Office 2016 applications

Ability to:

- speak in public to groups of all sizes
- write letters, reports and marketing material
- function with a minimum of supervision
- inspire trust and confidence in self and ELFEC

## Terms of employment

This is a 25% of full-time, contract position. There is the possibility that work hours and responsibilities may be increased in the future.

Starting date is September 4, 2018.

Compensation will be an hourly fee based on qualifications and experience, and will **not** include pension or benefits.

The Giving Advisor is required to attend some meetings and events during evening and weekend hours. There may be some overnight travel.

The successful candidate will be expected to provide his/her own vehicle, phone, computer and printer, and office space. Customary travel and variable office expenses will be reimbursed.

## Application

Applications including a current *curriculum vitae* should be submitted via email to [jpym@elfec.ca](mailto:jpym@elfec.ca).

Deadline for applications is June 29, 2018.