



Connecting People Who Care to Ministries that Matter

Development Officer (Consultant)

The American Baptist Foundation is the denomination's center for planned giving. Planned gifts support American Baptist ministry and mission nationwide and around the world. We are seeking a highly motivated, dynamic Development Officer as an independent consultant.

Responsibilities:

- (1) Work with American Baptist churches and ministries to established planned giving programs through the ABF 10 Steps Program;
- (2) Work with American Baptist individuals to encourage them to join the Foundation by making planned gifts;
- (3) Work with existing Foundation donors;
- (4) Interface and coordinate with Executive and Area Ministers to ensure high visibility for the Foundation and strong cooperation among churches and pastors, resulting in maximum participation in the Foundation's work;
- (5) Conduct estate planning/planned giving seminars for congregations and individuals, and provide direction and assistance to individuals and their advisors in their charitable giving; and
- (6) Keep abreast of changes, impacts and trends in planned giving and estate planning through prescribed professional development opportunities.

Education, Experience and Competencies:

- General understanding of the American Baptist Churches USA and its polity is ideal.
- Bachelors degree or higher preferred.
- Strong communication skill, both in person and over the phone is a must.
- Experience in management/sales of financial products and services preferred.
- Familiarity with planned giving instruments including their legal/tax aspects is desirable.
- Ability to work independently from home office.
- Must be able to travel (75-85%).

Compensation: This is a contracted consulting position and does not include benefits. The successful candidate may be considered for future full-time employment, which does include full benefits.

Applicants should send a cover letter, resume and the names, addresses and phone numbers of three (3) professional references to johnson.eapen@abc-usa.org no later than January 18, 2013.
