

# Southeastern Minnesota Synod, ELCA

## Gift Planner Position Description

Position: Gift Planner for Southeastern Minnesota  
Reports to: Southeastern Minnesota Synod Bishop  
Status: Part-time with no benefits with a 2-year term

Summary: The Gift Planner for Southeastern Minnesota will establish relationships and secure current and deferred gifts for the Southeastern Minnesota Synod, Good Earth Village and the ELCA Fund for Leaders in Mission.

### Responsibilities:

1. Understand and articulate the mission of the three entities
2. Meet quarterly with the support team to review progress and activity
3. Contact the bishop monthly to report activity
4. Develop a marketing and activity plan approved by the support team
5. Stay within budget guidelines

### Qualifications:

1. Committed to Jesus Christ and able to articulate a biblical and confessional understanding of the nature of the Church and the office of ministry
2. Active member of the Evangelical Lutheran Church in America
3. Living in agreement with the "Visions and Expectations" document
4. Skilled in writing and public speaking
5. Competent phone skills (scripts provided)
6. Attentive to detail and follow-up
7. Self-directed
8. Competent relationship manager
9. Willing to travel
10. Willingness to grow in knowledge and experience
11. Previous relevant experience is desirable
12. Proficient in Data Base Management
13. Experience with Crescendo preferred; computer literacy required

Application Deadline: October 17, 2008

Download the application at [www.semnsynod.org/jobopenings.html](http://www.semnsynod.org/jobopenings.html) and return it to  
Southeastern Minnesota Synod  
Attn: Larry Iverson  
1001 14th St. NW, Suite 300  
Rochester, MN 55901

Contact Larry Iverson, synod minister, for more information - 507-280-9457, 800-426-6376 in Minnesota, or [Iverson@semnsynod.org](mailto:Iverson@semnsynod.org).