BARNABAS FOUNDATION

Toll-Free: 888.448.3040
www.BarnabasFoundation.org
3801 Eagle Nest Drive, Suite B ● Crete, IL 60417-1993

Job Description

Director of Planning

REPORTS TO: Managing Director of Planned Giving Services

BASED AT: Grand Rapids, MI, or close to a major airport in the Eastern time zone.

PURPOSE: The Director of Planning Service's primary responsibility is to help generous Christians exercise good stewardship over the resources God has entrusted to them by assisting them in charitable estate planning and gift planning.

KEY RESPONSIBILITIES

- Meet with individuals to assist them in the development of charitable plans that both honor God and provide for family needs through their estates, business succession plans, or other wealth transfer events.
- Follow up with individual clients, their professional advisors, or member charities as appropriate so that charitable plans are completed, reviewed, and updated as needed.
- Maintain regular contact with member charities and other professionals including attorneys, accountants and financial planners to facilitate effective referral relationships.
- Speak at events, including board meetings, donor events, adult education classes and seminars.
- Other activities as needed to increase the effectiveness of Barnabas Foundation.

QUALIFICATIONS

1. A Juris Doctorate and a passion for helping Christians recognize God's ownership of everything and the importance of handling what is entrusted to them in a manner that honors God.
2. Experience in the field of trusts and estates, taxation, closely-held businesses, and/or real estate law, as well as familiarity with the field of charitable planned giving is preferred.
3. A committed follower of Christ, familiar with Reformed theology and beliefs.
4. Excellent writing ability and verbal communication skills.
5. Ability to speak in public.
6. Good analytical skills.
7. Familiarity with using Microsoft Office and CRM database programs.
8. Willingness to travel for client meetings, seminars, and additional engagements both during the day and evenings. Approximately 30-35% of time may be spent traveling.

Salary

This is a salaried position with a budgeted annual salary range of $110,000 to $150,000.

Interested individuals should send their cover letter and resumé to:
jobs@BarnabasFoundation.org