



MOUNT OF OLIVES CHURCH

MISSION VIEJO

Position: Planned Giving Director: Mount of Olives Foundation

Status: Part Time, Non-Exempt

Salary & Hours: \$35-40 per hour; 12 hours per week

Job Summary

The Planned Giving Director will lead the effort to build the Mount of Olives Foundation's long-term sustainability by encouraging members to include Mount of Olives Foundation and its affiliated ministries in their estate plans. This role requires a unique ability to navigate conversations about faith, legacy, and mortality with grace and technical precision.

Key Responsibilities

- **Faith-Based Cultivation:** Engage with individuals and families to explore how their estate plans can reflect their values and spiritual commitment to Mount of Olives and our ministry together.
- **Estate & Gift Planning:** Provide expertise on bequests, charitable gift annuities, and endowment funds specifically tailored to the tax benefits and needs of church members.
- **Maintain a Donor Portal:** A detailed list of interactions, donations and potential donors should be maintained and presented to the Foundation Board and Senior Pastor on a quarterly basis.
- **Help Develop and Maintain Foundation Legacy Society:** Develop, grow and maintain the Legacy Society to honor Foundation Donors and ensure that donors feel deeply connected to the impact of their future gifts.
- **Ministry Collaboration:** Work alongside the Senior Pastor, Foundation Board and/or Finance Committee to align gift opportunities with the church's long-term vision and capital needs.
- **Administrative Compliance:** Ensure all gift agreements adhere to the church's gift acceptance policies and legal requirements.

Specialized Qualifications

- Develop a thorough understanding of Mount of Olives' mission and the MOO Foundation mission
- Have a deep, rich and personal relationship with Jesus
- Strong relationship-building skills utilizing active listening paired with empathy and understanding to create lasting relationships with current and potential donors
- 3+ years of fundraising or financial planning preferred. Experience in the non-profit sector a plus.
- Ability to articulate how a legacy gift serves as a mutual blessing, meeting the donor's financial and estate goals while securing the future mission of the MOO Foundation.
- Discretion and confidentiality in all matters