

# CLEMSON

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## U N I V E R S I T Y

### Gift and Estate Planning Development Officer

Clemson University seeks a gift and estate planning development officer to raise funds from alumni and individuals in support of University priorities. Clemson University is a selective, public, land-grant university in a college-town setting along a dynamic Southeastern corridor. The University is committed to world-class teaching, research, and public service. Clemson's desire is to attract a capable, dedicated, and diverse student body of approximately 12,000 to 14,000 undergraduate and 4,000 to 5,000 graduate students, with priority to students from South Carolina.

The gift and estate planning development officer will work with the senior director of gift and estate planning to promote and enhance the comprehensive gift and estate planning program at the university. The development officer will develop and implement prospect-specific strategies to identify, qualify, cultivate, solicit, steward and recognize major and planned gift prospects through individual visits, personal communication, event participation, and volunteer activities. Specialized training and knowledge of financial, gift and estate planning and current knowledge of tax legislation and changes that affect the gift planning process is preferred for this position.

The successful candidate will have a Bachelor's degree and at least 1-3 years of relevant experience in fundraising or a related field (e.g. sales) with a demonstrated record in managing relationships and successfully securing gifts. He/she will have strong communication skills (both verbal and written), negotiation skills and an ability to work in a large, complex organization. He/she will be persistent, personable, attentive to detail, and able to function independently with minimal oversight. The successful candidate will have a strong background in philanthropy and demonstrate a keen interest in and appreciation for the values and mission of Clemson University. Title and salary will be commensurate with experience.

Interested individuals should send a letter of application, curriculum vitae, and the names, addresses, telephone numbers, and e-mail addresses of three references to [devjobs@clemson.edu](mailto:devjobs@clemson.edu) or to Senior Director of Gift and Estate Planning, 110 Daniel Drive, Clemson SC, 29631. Review of applications will begin immediately and continue until the position is filled. To receive full consideration, please apply by February 29, 2012.

**Clemson University is an Affirmative Action/Equal Opportunity employer and does not discriminate against any individual or group of individuals on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, veteran status or genetic information.**