**Gift Planning and Development Coordinator**

If research is your passion, and you have the desire to work for an organization that is dedicated to raising the bar through research that facilitates the advancement of orthopedics and educating the medical community, while improving the quality of life for patients then the **OrthoCarolina Research Institute** may be for you.

The OrthoCarolina Research Institute (OCRI) is looking for a **Gift Planning and Development Coordinator** to join their team.

The **Gift Planning and Development Coordinator** is responsible for the development and implementation of gift planning activities for the OrthoCarolina Research Institute in support of organizational research and educational activities. The Gift Planning and Development Coordinator will provide development, implementation and coordination of all phases of giving including legacy planning for the sustainment of programs offered by OCRI.

Duties may include:

* Promote awareness of the organization’s mission and work
* Identify, solicit, engage and cultivate a portfolio of new and existing planned giving prospects and high net worth donors to maximize financial and charitable goals.
* Develop a strategic plan to steward and manage individual donor relationships.
* Plan and execute fundraising initiatives to help the organization meet financial goals.
* Create donor appreciation best practices, communication and legal documentation for planned giving.
* Oversee the acknowledgement and recognition of individuals who have established gift plans.
* In conjunction with OCRI marketing, create and implement marketing efforts to promote giving programs including website content, marketing material, direct mail and donor profile stories.
* Represent OC/OCRI in the community and in targeted efforts including networking, speaking engagements, conferences and nonprofit presentations to share work, mission and needs for organization sustainability.
* Collaborate with gift planning solicitation process with physicians, partners, grateful patients, community and business leaders.
* Work with the Executive Director, Accountant and Finance Committee to oversee the receipt, documentation and acknowledgment of all related deferred contributions in processing gifts of real estate, deferred gifts, bequest and other non-cash gifts.

Our company is committed to providing our employees with the utmost positive work environment.

Benefits offered include:

* Competitive salary package
* Health, Dental, and Vision insurance
* Health Savings Account
* Life insurance
* Short/Long term disability insurance
* Tuition Reimbursement
* Voluntary Home/Auto insurance
* Voluntary Accident/Cancer insurance
* Voluntary Legal Shield/Identity Theft
* Health Advocate – Employee Benefit Resource
* 401(k) retirement plan
* Profit sharing plan

The OrthoCarolina Research Institute (OCRI) is an independent, non-profit 501(c)3 uniquely positioned as both an academic research center and clinical research site servicing industry research. Research conducted at the OrthoCarolina Research Institute allows the physicians of OrthoCarolina, PA to offer the best available options, treatments, and cost savings identified through evidence-based research. Our research findings are repeatedly published worldwide for the betterment of orthopedics.

Education/Experience:

* Bachelor’s Degree in Business, Marketing or related field preferred
* Experience/understanding in writing grant proposals, press releases and /or fundraising letters
* A minimum of two years fundraising experience
* CRFE or Chartered Advisor in Philanthropy preferred
* Confident with public speaking