

# **Maryland Public Television Foundation Non-Profit Manager of Planned Giving**

The Maryland Public Television (MPT) Foundation, Inc. is a private, non-profit 501( c)(3) corporation established in 1981 to encourage increase funding for MPT and to receive donations and grants on MPT's behalf. The Foundation also safeguards MPT's endowment fund in an effort to insulate MPT from economic hard times.

MPT's Foundation is seeking a full-time Planned Giving Manager. The Planned Giving Manager has primary responsibility for the management of the MPT Foundation's planned giving program and stewardship of the Legacy Society, which consists of donors who have made provisions for the MPT Foundation in their estate plans. The Planned Giving Manager will oversee the administration of planned gifts that have reached maturity, create multichannel marketing campaigns to grow awareness of planned giving options, and steward members of the MPT Foundation Legacy Society through regular communications and events.

## **Position Duties:**

- Cultivate and steward current and prospective planned gift donors through personalized correspondence and phone calls. Facilitate the involvement of the Director and Managing Director of Major & Planned Giving as appropriate.
- Administer the MPT Foundation Legacy Society, including stewardship and recognition for current members, and ensure that active estates are being administered in a timely manner.
- Develop and execute multichannel marketing campaigns to educate donors about the variety of planned gifts available, utilizing direct mail, digital, and on-air strategies
- Ensure that active estates are being administered in a timely, judicious manner, including compliance with external legal and IRS requirements. Enter realized and future planned gifts in database and provide timely acknowledgments and correspondence to estate representatives.
- Maintain a working knowledge of the most common planned giving vehicles; ensure compliance with MPT Foundation policies and with external legal and IRS requirements.
- Prepare monthly reports that reflect activity and performance.

## **Minimum Qualifications**

**Education:** Bachelor's degree from an accredited college or university

**Experience:** Two years of experience working in non-profit development or in the legal, tax, financial planning, or insurance fields; and a thorough knowledge of MS Office applications, including Word, Excel, and PowerPoint.

**Note:** Experience may be substituted on a year-for-year basis for the required qualifications.

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**Desired or Preferred Qualifications:** Strong preference will be given to applicants who possess the following preferred qualification(s).

- Prior experience soliciting and securing planned gifts
- Experience with graphic design or related tools such as Adobe Creative Suite and Canva
- Excellent written and oral communication skills with the ability to present complex subjects in a clear and compelling manner.
- Enthusiasm for meeting and interacting with donors while exercising sensitivity, tact, and discretion.
- Positive outlook and self-starting work style that prioritizes collaboration, respect, and positive, respectful professional relationships
- A strong belief in the mission of MPT and the importance of public media

**Salary:** \$50, 000 - \$60,000

Please respond by **January 18, 2023** emailing a cover letter and resume with the title: **Maryland Public Television Foundation Non-Profit Planned Giving Manager** to:

Lee Johnston, Human Resources Manager  
Maryland Public Television  
11767 Owings Mills Blvd.  
Owings Mills, MD 21117  
[lee.johnston@mpt.org](mailto:lee.johnston@mpt.org)  
Fax 410-581-4382