



Director of Legacy Gift Planning



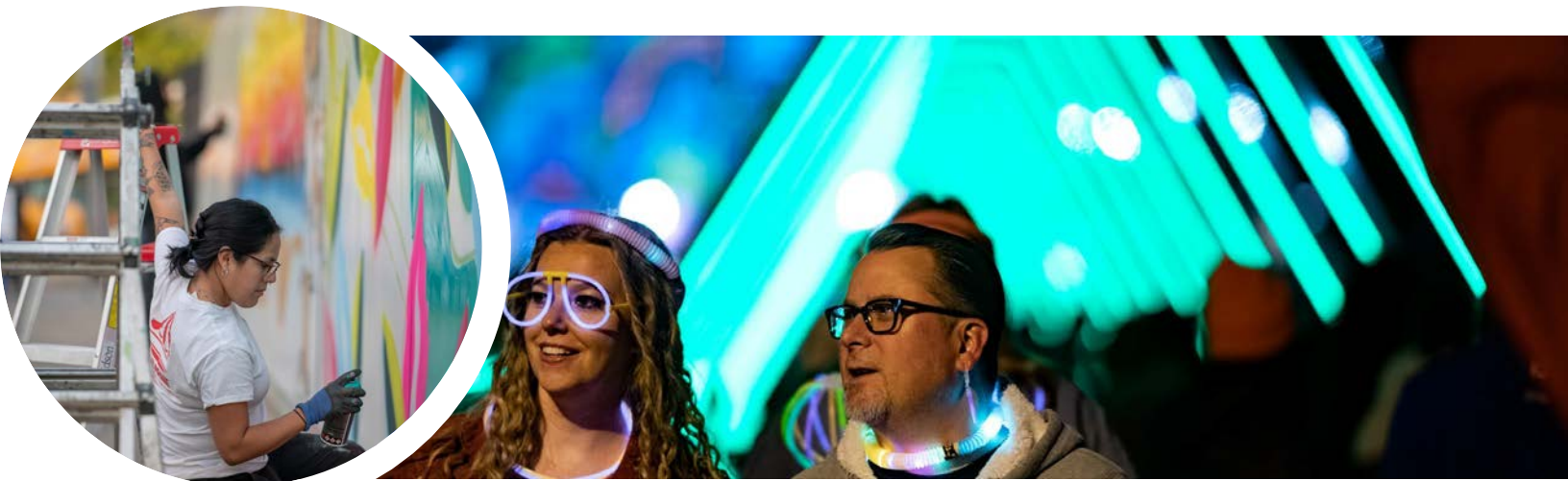
ABOUT ARTSWAVE

ArtsWave is the engine for Greater Cincinnati's arts. In 1927, Mr. and Mrs. Charles P. and Anna Sinton Taft founded the Cincinnati Institute of Fine arts to ensure the arts were supported in perpetuity. Through gifts from tens of thousands of individuals and companies each year, ArtsWave funds and supports organizations and artists each year that create thousands of concerts, shows, exhibitions, school-based arts, public art, festivals and events like BLINK®. With funding, services, and advocacy, ArtsWave fuels a more vibrant regional economy and connected community through the arts.

THE OPPORTUNITY

With ArtsWave's 100th anniversary on the horizon there is an exciting opportunity to further build upon the legacy that began in 1927 as the Cincinnati Institute of Fine Arts. The development of a robust planned giving program to support ArtsWave's endowment will help secure the future of the arts in Cincinnati.

- Are you an experienced development professional energized by the prospect of creating and executing ArtsWave's planned giving program?
- Are you a self-starter who is inspirational and innovative who wants to leverage their estate giving experience?
- Are you motivated by ArtsWave's mission to fuel a more vibrant regional economy and connected community through the arts?





WHAT YOU'LL BE DOING

The Director of Legacy Gift Planning serves as an integral member of the team, leading the development and leadership of a robust planned giving program for ArtsWave. The position leads the implementation of a strategic and comprehensive approach for planned giving which includes identifying, qualifying, cultivating, soliciting, recognizing, and stewarding legacy donors. This position also leads efforts to recognize and steward loyal ArtsWave donors. Reporting to the COO, this position will collaborate with the President & CEO, VP, Finance and VP, Community Campaign.

- Design, manage and implement the strategy and activities for ArtsWave's planned giving program
- Proactively engage and consistently steward donors who have made a legacy commitment to ArtsWave
- Cultivate new legacy society members through donor-focused engagements across all channels including visits, phone calls, letters, events and more
- Develop and implement mechanisms to steward, engage and build the case for legacy giving among loyal donors to the ArtsWave campaign
- Stay informed on ArtsWave's priorities and operational needs so you can share impactful stories with donors and prospects
- Develop and maintain knowledge of planned giving trends and relevant tax law through organizations like the Greater Cincinnati Planned Giving Council and Charitable Gift Planners

Constituent Relationship Management and Reporting

- Track and report legacy commitments in ArtsWave's CRM system
- Record all donor touches and significant communications in ArtsWave's CRM system throughout the year
- Conduct systematic prospect research using planned giving tools to identify top prospects for cultivation
- Produce monthly productivity reports that details donor touchpoints and engagement activity
- Prepare and maintain Legacy Society recognition list

Internal Collaboration and Management

- Promote a culture of high performance, innovation, and continuous improvement that values collaboration and a commitment to excellence
- Collaborate with the VP, Community Campaign and VP, Marketing & Engagement to integrate planned giving information in donor communications



IDEAL CANDIDATE QUALIFICATIONS & EXPERIENCE

- 7 or more years of experience in development, law, financial services or other related field, with proven track record of success in identifying, cultivating, and securing major or planned gifts; volunteer work included
- Knowledge of Greater Cincinnati's donor community
- Knowledge of current tax and estate planning laws, gift annuities, bequests, and other planned giving vehicles
- Experience tracking progress in donor relationship management systems
- Bachelor's degree required. Additional education a plus
- Must be willing to work occasional nights and weekends at ArtsWave events and represent ArtsWave at the performances and events of our arts/cultural partners

KEY PERSONAL ATTRIBUTES

- Self-starter who works well independently
- Commitment to a donor-centric framework that honors the donor journey from first to ultimate gift, and the many ways donors engage with and support ArtsWave
- Demonstrated success building, cultivating, and stewarding individual relationships, including personally soliciting significant planned and major gifts
- Ability to manage multiple tasks simultaneously and establish and meet deadlines
- Outstanding verbal and written communication skills and the ability to prepare and deliver compelling, highly professional public presentations
- Demonstrated success working collaboratively and cooperatively with others, other departments within the organization, and with other organizations and entities
- Commitment to participate fully in internal and external racial equity initiatives, demonstrated by thoughtful action, a results-driven orientation and continuous learning mindset
- Openness to new ideas and continual process improvement
- Maturity, sound judgment and professional appearance and demeanor always
- Commitment to the mission, vision and values of ArtsWave



THE PAYOFF

- Be a part of the team that will extend the legacy and secure the future of a one-of-a-kind organization with an incredible history of community arts supporters
- Work for a nationally known leader in the Arts along with an exceptional and passionate team
- Salary range: \$85,000 - \$105,000
- Health, dental, vision, and life insurance available with zero monthly cost single health plan available
- Additional benefits include 401(k), PTO, paid parking, Employee Assistance Program, and hybrid work environment

ADDITIONAL COMMENTS

ArtsWave is Bronze Level certified with Ellequate. Ellequate-certified employers meet standards of performance and accountability in six key measures of workplace culture, demonstrated by people-first policies, practices, and benefits, as well as employee experience.





LEARN MORE & APPLY

This executive search is being led by **Michele Plessinger and Megan Meyer**. Click the link below to confidentially apply now through the Gilman Partners website or use the contact information below to reach out with any questions. Please reference the position title and organization in the email header. [Apply Online](#)



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