

# St. Paul's School – Concord, NH

## Director of Planned Giving

### The Opportunity

St. Paul's School's Director of Planned Giving (DPG) will lead Advancement Office efforts to raise planned gifts as part of a comprehensive gift planning program in support of the School's strategic initiatives. This individual cultivates, solicits, and stewards donors with primary interests in planned giving, and includes solicitations for outright annual, major, and principal gifts as appropriate.

### St. Paul's School

Founded in 1856, St. Paul's School is a co-educational, highly academic, fully residential boarding school for students in grades 9 through 12 located in Concord, NH on a 2,000-acre campus. Offering a rigorous, values-based education, the School unites a diverse and inclusive learning community of approximately 530 students and 330 faculty and staff members to create an extended family that respects and nurtures scholarship, spirituality, and citizenship in service to a greater good. The new Rector (Head of School) joined the School in 2019, and under her leadership the School is poised to commence planning for a comprehensive capital campaign to position the School for continued and expanded success as one of the nation's premier boarding schools.

### The Position

Reporting to the Director of Leadership Gifts, the DPG will be an integral member of the Advancement leadership team serving as the primary point and strategic coordinator for the School's planned giving efforts. They will pro-

vide in-house charitable gift and estate planning counsel and expertise, especially as it relates to current and pending legislation, tax, and technical developments which affect charitable and planned giving; provide subject matter expertise on planned gift acceptance, planned gift instruments, the probate process, and gifts-in-kind; create and manage all forms of planned gifts (from inception to termination) including creating gift illustrations and gift agreements; and will work collaboratively with vendors, attorneys, executors, trustees, and School offices on issues related to planned gifts and gift acceptance.

The ideal candidate will have five to seven years of planned giving, legal or financial planning experience with an expertise in all aspects of planned giving; Bachelor's degree and advanced degree in a related field; and expertise with PG Calc. The role requires a Director with excellent communication and social skills, as well as the capacity to organize meetings, events, and communication with good humor, skill and efficiency. The Director will be a self-starter who will be nimble and creative in addressing different constituents and skilled at building relationships, strategic consensus, and clear and effective communication across the Advancement Office.

### To Apply

St. Paul's School encourages applications from candidates who support the School's commitment to creating a diverse and inclusive living and working environment. For more details, please see the full job description at [sps.edu/about/careers/staff-positions](https://www.sps.edu/about/careers/staff-positions). For consideration, candidates may send a cover letter and resume to the School's search consultant, Debbie Andrews, at [debrahtandrews@comcast.net](mailto:debrahtandrews@comcast.net).