



BIOLA UNIVERSITY

Senior Director of Gift Planning

Opportunity Profile



ABOUT BIOLA UNIVERSITY

Biola University is a nationally ranked Christian university in the heart of Southern California. Founded in 1908, Biola offers biblically centered education, intentional spiritual development, and vocational preparation within a unique learning community where all faculty, staff and students are professing Christians.

As a leader in academic quality and innovation, Biola is consistently ranked among the nation's foremost Christian universities and was recently recognized as one of America's top 10 "up and coming" national universities by *U.S. News & World Report*. Biola's nine schools offer more than 150 academic programs at the bachelor's, master's, and doctoral levels, enrolling more than 6,000 students at the La Mirada campus, online and in distance programs throughout the world.

Location

Biola's campus is located on the border of Orange and Los Angeles counties, with easy access to all that Southern California has to offer — entertainment centers, cultural riches and a wealth of internships, ministry, and career opportunities.

World class beaches are a mere 25 miles away; Disneyland and Knott's Berry Farm are within 10 miles. Half an hour up the freeway in Los Angeles, students can experience live television show tapings, peruse the Getty Center's vast art collection, and enjoy live music at historic theaters and concert halls, including the world-famous Hollywood Bowl. Professional sports fans will find major league entertainment year round.

Campus Distinctives

[View maps and directions](#)

The campus' 95 acres in residential La Mirada offers more than 1 million square feet of learning and living space in 40 major buildings — many built or significantly renovated in the past decade to enhance education, research, community life and the overall student experience.



At the heart of the tree-lined campus, the 98,000-square-foot library offers a wealth of print and digital research tools students access from a variety of beautiful and functional study areas. The Lim Center for Science Technology and Health, a \$64 million state of the art building, opening in 2018 and fully funded by the donor community. [Bardwell Hall](#), the new home for [visual arts programs](#), was recently renovated to nurture and inspire creativity. The innovative [School of Science, Technology and Health building](#) prepares students for the increasingly vital science and health professions. Talbot East, housing the Talbot School of Theology, and the Crowell School of Business buildings house innovative classrooms fully equipped with the latest technology.

Extracurricular opportunities abound at Biola. Athletic and recreational facilities include a gymnasium/swim complex, six lighted tennis courts, softball and baseball diamonds, outdoor basketball and sand volleyball courts, and an archery range. A well-equipped student fitness center adjoins a turf soccer field and all-weather jogging track.

On-campus student residence halls and off-campus Biola-owned apartment complexes provide a range of housing options for undergraduate, graduate, and married students. Four campus dining options offer great-tasting, healthy fare in comfortable surroundings at various campus locations.

UNIVERSITY HISTORY

Established by Lyman Stewart, founder and president of the Union Oil Company, and the Rev. T.C. Horton, Biola's original campus was in downtown Los Angeles. These two men of extraordinary vision saw a clear need for hope and truth in the rapidly expanding world of early twentieth century Los Angeles and a desire for greater biblical literacy to be taught to lay people in the local church. Dedicated to sharing and defending the Christian faith, Stewart and Horton

established the Bible Institute to educate and equip men and women to impact society at home and abroad with the truth of the gospel. Biola eventually outgrew its first campus and moved to La Mirada (30 miles east) in the late 1950s.



Since its founding, Biola has maintained an unwavering commitment to God's Word, providing intellectual, spiritual and moral growth for students on campus and now across the globe. The only national university to require a Christian commitment of all faculty, students and staff, Biola University's vision is to make its Christ-centered, academically rigorous education available to more deserving students who serve the local and global community with distinction, impacting the world for the Lord Jesus Christ.

Biola University stands apart from other Christian institutions in that every undergraduate student graduates with a minor in biblical studies, having taken 30 units of bible courses. These courses not only include core theology instruction but also includes integration courses that bridge every major to show how all vocation is ministry.

COMMUNITY CULTURE

Biola's campus community is invigorating and inspiring; everywhere there is a spirit of optimism. The world is hungry for truth and authenticity; Biola boldly addresses these cultural needs.

Supportive and encouraging relationships are highly valued and campus life is structured to facilitate intentional relationship-building. From weekly chapel options to mentorships to conferences to cultural offerings, all community members are encouraged to grow both personally and professionally. An emphasis on mentorships, teamwork and group trainings demonstrates a commitment to the campus motto, "All as One."



Fueling Biola's continued growth, the Office of Advancement is collaborative and forward thinking, valuing innovation and entrepreneurial spirit. Committed to the university's mission and purpose, this is an "all hands-on deck" culture. Care is taken to assure team members support one another, succeeding together. Employees value both people and processes, pursuing mutual respect and trust.



OPPORTUNITY OVERVIEW

On the heels of the successful launch in January 2022 of a \$185 million dollar comprehensive campaign, Biola University seeks a seasoned Senior Director of Gift Planning, a gift planning professional who is a mature Christian with experience, passion, and proven financial planning success.

The Senior Director of Gift Planning (SDGP) is Biola's gift planning expert, responsible to steward and build the Office of Gift Planning, cultivating, and managing a portfolio of high net worth donors to secure current and long-term gift revenue. This includes the cultivation, acquisition and stewardship of specific deferred gift agreements and bequests.

The SDGP will provide expertise to the University's advancement staff in the area of planned giving and philanthropic tax law. The SDGP advises and participates in major gift cultivation conversations with the President, Vice President for Advancement, Associate Vice President for Development, and the team of Regional Development Directors.

The position will oversee a Senior Planned Giving Specialist (Scott Singletary) and will work closely with an outside Planned Giving Consultant (Greg Ring) and our TIES Department, Trusts, Investments, & Estate Services.

Biola offers a generous [benefit package](#) including group health insurance, 403b retirement account with employer contribution, paid vacation and more. Additionally, Biola will consider the possibility of the new Senior Director of Gift Planning retaining their private practice if mutually beneficial.

PRIMARY RESPONSIBILITIES

Marketing & Strategic Planning

- Provide leadership to shape and execute the ambitious planned giving goals for Biola's next comprehensive fundraising campaign
- Develop a 5-year strategic and annual operating plan for the Office of Gift Planning that aligns with demographic data, market opportunities, applicable tax law and the financial needs and plans of the University. Measurable targets and dates to achieve goals are expected.
- Creatively market Biola's Planned Giving services broadly. With 70,000 alumni and a database of 300,000+, there is sufficient untapped potential in Biola's constituency to meet or exceed production goals.
- Serve as the public face of the [Lyman Stewart Society](#) and partner with Advancement stewardship to develop a strategy for the program's growth and development.
- In conjunction with Advancement Communications provide oversight of the Gift Planning website, including [MyLegacyPlanner](#).

Cultivation, Production, & Frontline Training

- The current production goal of the Office of Gift Planning is \$5M - \$10M in new production each year, including an increasing number of irrevocable agreements.
- The SDGP will manage a personal portfolio utilizing Moves Management protocols with respect to actions, proposals, asks, etc.
- Working with the Senior Director of Development, provide effective Gift Planning tools and training to front-line fundraising staff, assisting them to identify and cultivate deferred gift prospects across all staff portfolios (assuring prospects are actively moving through the cultivation and solicitation cycles).
- Partner with the Associate Director of Annual Giving to market the IRA Charitable Rollover program as an additional revenue source to meet Biola's growing Annual Fund goal.



Legal Responsibilities

- Work closely with Biola's in-house legal counsel to stay abreast of changes to tax law rules.
- Serve as the bridge between Advancement and the Trust, Investment, & Estate Services (TIES) department in all matters regarding gift planning and execution.
- Build a network of mission-oriented and vetted professionals (attorneys, financial service providers, fiduciaries, etc.) who share the University's vision of providing biblically based estate planning services.

- Oversee and direct all contractual relationships with outside gift planning vendors/consultants (including Biola's relationship with Crescendo and the Giving Crowd).
- Oversee the contract review process for Gift & Scholarship agreements, consulting with in-house legal counsel as necessary.

Professional Qualifications

- A Bachelor's degree with 7+ or more years direct Planned Giving experience. Preferred experience includes knowledge of tax law, anti-discrimination law, and contract review.
- Strong writing and interpersonal skills and history of building longstanding relationships with donors and advisors.
- Proficiency in specialized planned giving software such as Crescendo.
- Utilize metrics and tools to measure and improve performance (e.g., Blackbaud Raiser's Edge).

Desired Qualifications

- An advanced degree or certification (e.g., a JD with license to practice in CA, CFP, J.D., M.B.A. and/or CPA) is highly desirable.
- A working understanding of a faith-based university or non-profit organization.

Personal Qualifications

- An abiding and growing relationship with Jesus Christ as Lord and Savior
- Agreement with Biola's [Statement of Faith](#).
- Enthusiastic support for Biola's purpose, mission, and values.
- demonstrate a growing relationship with Jesus Christ and participation in a local church.
- High initiative – a self-starter.
- Harmony between a results-oriented mindset and vocation to glorify God.
- Willingness to learn, reaching out to more experienced professionals as needed.
- Goal oriented – produce tangible results and exceed expectations.
- Highly skilled in building strong collaborative relationships across a large organization.
- Able to inspire trust through high personal integrity.
- Attentive to detail yet not a micro-manager; able to see the big picture.
- Open and approachable, empathetic and caring; an effective mentor.
- Able to accept constructive criticism in a respectful, collegial manner.

Biola's recent campaign success and plans for future campaign

In 2012, the Office of Advancement launched, *A Soul of Conviction, A Voice of Courage: The Campaign for Biola University*, to raise \$180 million in five years. The ambitious goal—nine times larger than Biola's largest prior fundraising campaign—would fund scholarships, strengthen academics, enhance the University's reach and provide campus improvements, including a Center for Science, Technology and Health.

Thanks to the Lord's blessing, the sustained work of the Advancement team, and the generosity of thousands of alumni, parents, and friends, Biola exceeded the goal, raising \$214 million.

Biola's second comprehensive campaign was anonymously voted on by the Board of Trustees in January 2022. This \$185 million dollar campaign will seek funds to help the University become more accessible and affordable, provide funding for a \$78 million building for the School of Cinema and Media Arts, the leading Christian film school in the country, and make advances in missional faithfulness and greater professional outcomes for students. In the Campaign, this position will be charged with raising \$5-\$10 million annually, in partnership with the fundraising team for Deferred Gifts.



What others say about Biola and the new Senior Director of Gift Planning

- *"We are a focused and driven group and have experienced amazing success; the Senior Director of Gift Planning will have opportunity to steward both the next ten years and new campaign."*
- *"To be successful in this role, you must genuinely care about people; transactional relationships aren't enough."*
- *"We are seeking to diversify our student body to be more in line with our local demographics."*
- *"The president is in for the long haul—totally sold out for the mission."*
- *"The team can be characterized as warm yet independent..."*
- *"The Senior Director of Gift Planning will need to manage the expectations of departments who passionately think about their priorities—an ability to inspire staff to see the bigger picture..."*
- *"The Senior Director of Gift Planning will work long hours but there is flexibility to balance family and other interests."*
- *"Biola is a place with high expectations, but it's also OK to ask for help."*
- *"We deeply value the culture of servant-leadership."*

This is a dynamic season for Biola University, and the new Senior Director of Gift Planning will contribute significantly to the University's growth and success. Thank you for considering this exciting and challenging opportunity.



THE SEARCH PROCESS

If you, or someone you know, have interest, and meet most of the qualifications described in this profile, please contact us, or suggest that person for consideration, and/or forward this information. Thank you.

Send resume to the contact below.

Names will be treated discreetly, and candidates should be assured that their inquiries will be treated with the utmost confidentiality.

Biola University is an equal opportunity employer and does not discriminate based on race, age, color, gender, national origin, familial status, veteran status, or physical handicap. However, by the nature of this organization and its purposes, it does limit its hiring to people whose beliefs, theology and lifestyle are consistent with Biola's Statement of Faith.

We fully respect the need for confidentiality of information supplied by interested parties and assure them that their backgrounds and interests will not be discussed with anyone, including our client, without their prior consent, nor will reference contacts be made until mutual interest has been established.

Ardent Search Company is a retained executive search firm devoted exclusively to serving our clients in matters of executive selection. We are a generalist firm that has served business and non-profits worldwide since 2007.

For further information on this position, please contact:

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