

Planned Giving Officer Interview Questions

1. What is the most challenging part of identifying and building relationships with potential donors?
2. Describe methods you have found effective to secure commitments of participation or donation from individuals or corporate donors.
3. Share an example when you wrote reports or prepared presentations to communicate fundraising program data.
4. Walk me through how you would secure speakers for charitable events, community meetings, or conferences to increase awareness of charitable, nonprofit, or political causes.
5. What kind of material do you use for charitable events, such as fundraising envelopes, bid sheets, or gift bags? What kind of things go in the gift bags?
6. Name a time when you conducted research to identify the goals, net worth, history of charitable donations, or other data related to potential donors, potential investors, or general donor markets. What were your findings?
7. Walk me through how you write speeches, press releases, or other promotional materials to increase awareness of the causes, missions, or goals of organizations seeking funds.
8. Describe methods you have found effective to solicit cash or in-kind donations or sponsorships from individual, business, or government donors.
9. What have you found to be the best way to recruit sponsors, participants, or volunteers for fundraising events?
10. What kind of ideas do you have when planning and directing special events for fundraising, such as silent auctions, dances, golf events, or walks?
11. Share what approach you use to explain the tax advantages of contributions to potential donors.
12. What is the most challenging part of directing or supervising fundraising staff, including volunteer staff members?

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13. Describe an experience when you directed or coordinated web-based fundraising activities, such as online auctions or donation Web sites.

14. Share an effective approach to develop or implement fundraising activities, such as annual giving campaigns or direct mail programs.

15. How good are your computer skills when it comes to designing or producing materials such as posters, Web sites, or newsletters to promote, market, or advertise fundraising events?

16. Share an example when you effectively contacted corporate representatives, government officials, or community leaders to increase awareness of organizational causes, activities, or needs.

17. How often do you attend community events, meetings, or conferences to promote organizational goals or solicit donations or sponsorships?