



Planned Giving & Legacy Administrator

American Institute for Cancer Research (AICR)
Arlington, VA | Hybrid | Part-Time (25 Hours/Week)

Help Build a Lasting Legacy

Every day, AICR works toward a future where fewer people develop preventable cancer.

For more than 40 years, the American Institute for Cancer Research (AICR) has funded innovative cancer prevention research and translated the latest science into practical, evidence-based information that empowers people to make healthier lifestyle choices.

Many of those breakthroughs are made possible because generous supporters choose to include AICR in their estate plans. Those gifts create a lasting legacy that funds research, education, and hope for future generations.

We're looking for a collaborative, detail-oriented Planned Giving & Legacy Administrator to help steward those gifts and ensure every donor's legacy is managed with care, accuracy, and professionalism.

Why You'll Love Working Here

If you've worked in planned giving, estate administration, trust administration, wealth management, or nonprofit development, you know the importance of accuracy, responsiveness, and building trusted relationships.

You'll work closely with donors, attorneys, estate planners, and financial advisors to help ensure every planned gift has a lasting impact on cancer prevention research.

In addition to meaningful work, we offer:

- Competitive pay of approximately \$35–\$40 per hour (commensurate with experience)
- Hybrid work environment
- Professional development opportunities
- Supportive, collaborative culture
- The opportunity to make a lasting impact through philanthropy

What You'll Do

- Administer charitable gift annuities and planned gift transactions.

- Coordinate estate and bequest administration with outside legal counsel.
- Process stock, trust, and endowment gifts.
- Maintain accurate donor and estate records in NexGen.
- Serve as a trusted resource for donors, attorneys, financial advisors, and financial institutions.
- Support planned giving communications and donor stewardship.
- Ensure compliance with gift acceptance policies and applicable regulations.

What We're Looking For

- Bachelor's degree or equivalent professional experience.
- Three to five years of experience in planned giving, estate administration, charitable gift administration, or a related field.
- Excellent organizational skills and attention to detail.
- Strong written communication and relationship-building skills.
- Ability to manage multiple priorities while maintaining exceptional accuracy.
- Experience working with donor databases or CRM systems.

Join Our Team

If you're looking for a role where organization, stewardship, and attention to detail directly support a mission that improves lives, we'd love to hear from you.

Join AICR and help ensure that every legacy gift creates a lasting impact in the fight against preventable cancer.

AICR is an equal opportunity employer and provides reasonable accommodations to qualified applicants. To request an accommodation during the application or interview process, please indicate your need in the online application. Applicants must be legally authorized to work in the United States. AICR is unable to provide employment-based visa sponsorship for this position.