



Estate Planner Volunteer Opportunity Description

Opportunity Summary

The Estate Planner Volunteer will support and strengthen our estate planning program in order to grow awareness and raise support to further Acts 1:8 Ministry's mission.

Responsibilities

- Develop and grow the estate planning program including:
 - Researching cost effective ways to market the program to large groups.
 - Marketing the program to individuals and groups.
 - Presenting an estate planning presentation to individuals and groups.
 - Organizing and turning in the estate planning documents to the attorney in a timely manner.
 - Researching grants to help grow the estate planning program.
- Connect and network with individuals and groups including churches, Christian groups, individuals, etc.
- Research new ways to network and connect with new people.

Skills

- Time management and organizational skills
- Strong oral and written communication
- Problem solving skills
- Ability to manage and meet deadlines
- Detailed oriented
- Outgoing and cheerful disposition
- Strong interpersonal skills
- Strong computer, Google Sheets, and Microsoft Suite skills

Education & Experience

We are seeking volunteers that have experience in charitable giving and estate planning, and a passion for sharing our mission: training Christians to evangelize through kindness. Estate planning certification and 5 years of related professional experience is preferred.

Commitment

This part-time volunteer opportunity is located at our home office in Green Bay, Wisconsin. Remote volunteer opportunities available as needed.