

Position: Administrative Coordinator

Department: Office of Advancement

Reports to: Director of Engagement and Annual Giving

Job Summary: Provides primary support to St. Francis College's Engagement and Annual Giving priorities. Supports additional Office of Advancement staff and activities as needed. Assists in the planning and production of a robust calendar of high profile engagement receptions, meetings, and events.

Duties and Responsibilities:

- Supports all operational aspects of the College's Engagement and Annual Giving efforts.
- Supports large-scale constituent communications, both internally and with external vendors, via mail and social media platforms.
- Assists with the coordination of Raiser's Edge activity for the Office of Advancement, including but not limited to, data entry, acknowledgement processing and all other stewardship tasks.
- Assists with department mailings, events and administrative projects as directed.
- Keeps current the office's calendar of events and information contained on the College's web pages.
- Provides back-up support to other office staff members as requested.
- Responsible for maintaining inventory of donor stewardship supplies.
- Performs all other duties as assigned.

Qualifications:

- Bachelor's degree
- Two years of experience in development or fundraising, preferably in higher education.
- Strong verbal and written communication skills including excellent grammar, writing, proofreading and editing ability.
- Computer proficiency to include Blackbaud Raiser's Edge and Microsoft Office, with emphasis on Excel, PowerPoint, Publisher and Word/Mail Merge.
- Ability to update Web content is preferred.
- High energy and a positive attitude.
- Ability to multi-task effectively.
- Exhibits discretion and maintains confidentiality.
- Self-starter, team player, and detail oriented.
- Strong passion for, and commitment to, the College's mission.
- Ability to work some late evenings and weekends as necessary.
- Culturally sensitive, caring and friendly with a deep understanding and appreciation of a multicultural college community and the Franciscan traditions of St. Francis College.
- Ability to relate to the many different constituent groups on campus is required.

About St. Francis College:

For over 150 years, the mission of St. Francis has been to provide an affordable, quality education to working class people who otherwise may not be able to attend college. St. Francis College is a private, independent, co-educational urban college whose Franciscan and Catholic traditions underpin its commitment to academic excellence, spiritual and moral values, physical fitness, social responsibility and life-long learning. We educate the whole person for a full, relational life, developing the students' talents and abilities for meaningful, fulfilling careers, as well as for collaborative, service-oriented leadership.

The College strives to offer ample opportunities for students to immerse themselves in the intellectual, cultural and professional opportunities afforded by New York City and to serve the needs of the local community in which they live and study. Our location in Brooklyn Heights provides a confluence of cultures and religious beliefs, mirroring our commitment to maintain and celebrate our diverse student body.

St. Francis College is an Affirmative Action, Equal Opportunity employer and we are strongly committed to increasing the diversity of our faculty, students, and the curriculum. Qualified candidates of diverse ethnic and racial backgrounds are encouraged to apply.

Interested applicants can apply by clicking [here](#).