

Position: Assistant Director of Engagement

Department: Office of Advancement

Reports to: Director of Engagement and Annual Giving

Job Summary: Assists in the day-to-day management of a comprehensive engagement program that strengthens meaningful relationships between Saint Francis College (the “College”) and its alumni, parents, and friends. Plans and executes a comprehensive calendar of events for the Office of Advancement that seeks to foster, strengthen and grow these important relationships.

Duties and Responsibilities:

- Organizes and executes regional receptions, events and reunions, including, but not limited to, event logistics, and the College’s premier events.
- Creates relationship-building settings through alumni affinity groups and other constituents that will grow participation.
- Identifies, recruits and manages alumni volunteers including communication with the Alumni Board of Directors by helping to coordinate a calendar of meetings and events.
- Creates and implements thoughtful, multi-step plans that deepen the relationship with all core constituents related to the Annual Giving program, “moves management” and donor development.
- Supports and attends College events and activities including, but not limited to, fundraising, athletics, alumni, student and community events, academic lectures and symposia, and appropriate orientations.
- Responsible for tracking annual performance metrics in terms of the engagement of all constituencies.
- Responsible for engagement communications, including, but not limited to, content in the Terrier Magazine and online communications, class notes, past event recaps, and future event notices.
- Creates and maintains all content on the Colleges’ Advancement webpages.
- Oversees large-scale constituent communications, both internally and with external vendors, via mail and/or social media platforms, as appropriate.
- Performs all other duties as assigned.

Qualifications:

- Bachelor’s degree.
- 3 - 5 years of experience in advancement 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 multi-cultural college community and the Franciscan traditions of St. Francis College.
- Ability to relate to the many different constituent groups on campus is required.
- Some travel will be 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](#).