Major Gift Officer

St. Francis College, Brooklyn (the “College”) is embarking on an ambitious plan to revitalize the College even as it remains true to its core mission: private, independent, co-educational, urban college whose Franciscan and Catholic traditions underpin its commitment to academic excellence, spiritual and moral values, social responsibility, and life-long learning. As a College rooted in a commitment to radical hospitality, to character formation, to inter-faith dialogue, to creating conditions so that students will learn the technical skills necessary to navigate a 21st Century workplace while never losing sight of the importance of ensuring that all students learn to cultivate their humanity, the College is expanding its offerings, its services and the ways it engages in and beyond its campus. In short, it is an exciting time to join the St. Francis College Community.

St. Francis College is strongly committed to diversity and inclusion on our campus and all qualified applicants will receive consideration without regard to age, race, creed, color, national origin, sexual orientation, gender identity or expression, military status, sex, disability, predisposing genetic characteristics, familial status, marital status, status as a victim of domestic violence or any other characteristic protected by law. We are an Affirmative Action, Equal Opportunity employer and we are committed to increasing the diversity of our faculty, staff, students, and the curriculum. Qualified candidates of diverse backgrounds are therefore encouraged to apply.

Job Summary: Reporting to the College’s Vice President for Advancement and passionate about the College and its mission, the Major Gift Officer is a key member of the College’s Advancement team responsible for the identification, cultivation, engagement, solicitation and stewardship activities of outright, pledged and planned gifts of $25,000 or more.

Duties and Responsibilities:

- Manages a portfolio of high potential individual prospects through the moves management process of identification, qualification, cultivation, engagement, solicitation and stewardship.
- Forges relationships with a diverse population that will lead to five and six-figure gift solicitations and secured gifts.
- Creates and implements thoughtful, multi-step plans that deepen the relationship with assigned believers in preparation for the next comprehensive campaign for St. Francis College.
- Serves as an Advancement liaison to the Athletic Department for matters related to Athletics’ fundraising.
- Establishes and maintains relationships with volunteers, alumni, parents and friends who are engaged and might assist with prospect strategies and stewardship activities.
- Oversees the preparation of necessary materials, including funding proposals, letters of intent, documentation of planned gifts, and scheduled stewardship reports for all assigned prospects.
- Creates additional materials needed for prospect engagement, as appropriate.
• Initiates and coordinates opportunities for faculty, administration, AVP for Advancement, VP for Advancement, and the President to interact with major gift prospects and interpret fundraising priorities to College constituencies.
• Works closely with the engagement team in constituent outreach, gatherings and fundraising initiatives.
• Works closely with Chief Engagement and External Affairs Officer on strategic priorities, including, but not limited to, external and internal constituent engagement.
• Supports and attends College events and activities including, but not limited to, fundraising, athletic, alumni, student and community events, academic lectures and symposia.
• Participates in establishing and achieving annual performance metrics.
• Participates in staff/team meetings, as appropriate.
• Assists in the planning and execution of receptions and events, as appropriate, and attending them, as needed.
• Travels to visit prospects as necessary.
• Performs other duties as assigned.

Minimum Qualifications:

• Bachelor’s degree.
• Three years of experience in development or fundraising; related and relevant sales experience will also be considered.
• Proven track record of successfully securing leadership gifts, major gifts or sales contracts.
• Demonstrated understanding of gift planning vehicles and the ability to comfortably engage prospects in discussions related to the College’s planned giving program.
• Team oriented with experience working directly with donors, volunteers and high net-worth individuals.
• Strong verbal and written communication skills including excellent grammar, writing, proofreading and editing.
• Ability to work collaboratively with diverse constituencies.
• Self-starter who possesses an attention to detail and ability to multi-task.
• High energy and a positive attitude.
• Sophisticated, outgoing and warm person who can communicate with an honest passion for and commitment to the College’s mission.
• Ability to work late evenings and weekends, as necessary.
• Computer proficiency with Microsoft Office.
• An appreciation and understanding of working in an inclusive, engaging and diverse college environment.
• 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.

Preferred Qualifications:

• Five to ten years of progressively responsible experience in a major gifts role(s) in a higher education setting.
• Experience and working knowledge of Raiser’s Edge.
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. 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 a private, independent, co-educational, urban college where its Franciscan and Catholic traditions underpin our collective 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 to form confident alumni well prepared for graduate study, for meaningful, fulfilling careers, as well as for collaborative, service-oriented leadership.

Interested applicants can apply by clicking here.