



# ST. FRANCIS COLLEGE

THE SMALL COLLEGE OF BIG DREAMS

## 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 21<sup>st</sup> 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.

**Job Summary:** Reporting to the College’s Vice President of Advancement and passionate about the College and its mission, the Major Gift Officer is an integral part of the College’s advancement team and is responsible for the identification, engagement, solicitation and stewardship activities of outright and planned gifts of \$25,000 or more.

### **Duties and Responsibilities:**

- Manages a portfolio of high potential individual prospects through the identification, qualification, cultivation, solicitation and stewardship cycles.
- 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 all core clients in preparation for the next comprehensive campaign. [L] [SEP]
- Serves as the Office of Advancement’s liaison to the College’s Athletics Department for all matters related to athletic fundraising.
- Establishes and maintains relationships with volunteers, alumni, parents and friends who 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.
- Initiates and coordinates opportunities for faculty, administration, VP for Advancement and the President to interact with major gift prospects and interpret fundraising priorities to College constituencies.
- Oversees coordination and creation of scholarship materials (print, email and social media). Works to consistently modify the Office of Advancement’s web-presence and adds timely information as it relates to scholarship philanthropy and stewardship.
- Works closely with the Engagement team in constituent outreach, gatherings and fundraising initiatives.
- 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 annual performance metrics.

- Assists in the planning and execution of regional receptions and events.
- Travels to visit prospects as necessary.
- Performs all other duties as assigned.

**Qualifications:**

- Bachelor's degree required.
- No less than three years of experience in advancement, development or fundraising, preferably in higher education. Related sales experience will 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 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 some late evenings and weekends as necessary.
- Computer proficiency with Microsoft Office is required. Working knowledge of Raiser's Edge is preferred.
- 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.

**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 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](#).