



ST. FRANCIS COLLEGE

Director of Donor Engagement

About St. Francis College:

We are committed to diversity, equity, and inclusion and serve one of the most diverse student populations in New York City and the country. St. Francis College has a 160-year history of serving New York City's low-income, working class and immigrant families, and a mosaic of diverse individuals, offering our students opportunity—the opportunity to pursue a college education that is accessible and affordable and to use their hard-earned degree and experience to build careers and achieve economic mobility. Today, St. Francis College's student body is 28% Hispanic, 24% Black, and 26% White. Over 60% of students are female and 47% receive federal Pell grants. Candidates who are culturally competent and have the professional skills, experience and desire to engage with a collaborative and diverse college and community, are particularly sought after for employment with the College. To learn more about St. Francis College and our commitment to diversity, equity and inclusion, please visit us at <https://www.sfc.edu/>.

Job Summary: Reporting to St. Francis College's ("SFC" or the "College") Assistant Vice President of Advancement in the College's Office of Advancement ("Advancement"), the Director of Donor Engagement is a key member of Advancement responsible for providing leadership, strategic vision, and planning for Advancement's major events and donor engagement efforts. Supports Advancement's fundraising efforts by enhancing current donor engagement programs and adding new donor-focused initiatives to create a high performing comprehensive and proactive donor engagement program. The successful candidate will develop metrics and systems to monitor outcomes across all areas of donor engagement programming with a core goal of overall donor retention, satisfaction and engagement. The program will be built upon the foundation of the four pillars of donor engagement: 1) acknowledgment, 2) stewardship, 3) recognition and 4) engagement. Donor engagement will produce best-in-class, high profile events and be Benefactor-centered with a focus on gratitude and impact for all donors to St. Francis College.

Schedule: Full-time, with some nights and weekend availability required

Duties and Responsibilities:

Event Management

- Manages and organizes portfolio of major Advancement events; including but not limited to, Charter Award Dinner, Dugan Memorial Golf Tournament, President's Club Dinner, donor receptions and ceremonies.
- Coordinates all aspects of major Advancement events to ensure they are well-planned, well-executed, and at or above the industry standards. Responsibilities include: working with Marketing and Communications or contracted vendors on invitation design and printing, catering, seating, décor, entertainment, gifts, audio-visual, budgeting, and reporting.

- Works closely with Advancement leadership and campus partners to ensure that strategic goals are met for events and that each event is organized within established budgets.
- Tracks and reports on special events, maintaining and distributing up-to-date guest lists and revenue tracking sheets.
- Develops and cultivates strong vendor relationships.

Donor Stewardship

- Partner with senior leaders and key stakeholders around campus to design and execute a donor engagement program that addresses the needs of St. Francis College
- Manage a professional donor engagement associate and graduate assistant.
- Assess and audit current programs and needs, make enhancement recommendations for program improvement.
- Develop and assesses policies and procedures within Advancement that support a comprehensive donor engagement program.
- Ensures endowed and current-use donor funded funds are awarded and stewarded according to donor intent working with the Office of Financial Aid, the Finance Department and individual units around campus.
- Oversee all donor engagement communications including but not limited to: receipts, acknowledgment letters, special impact messaging, and reporting.
- Leads planning and implementation of special donor programming and recognition in support of giving societies.
- Sustain positive and mutually-rewarding relations between St. Francis College and its donors
- Work with Marketing and Communications and other external relations areas in support of the production of stewardship publications, messaging, and content, such as the Terrier Magazine, impact reporting, and annual fund outreach
- Oversee reporting to donors in a timely, consistent and accurate manner on the use, impact, and financial management of their gifts.
- Ensures all data updates are sent to Advancement Operations for processing in a timely and thorough manner.
- Handles extremely sensitive information with confidentiality and tact.

Administrative Responsibilities

- Manages the daily functions of the Donor Engagement staff.
- Provides guidance and mentoring to staff, including regular staff reviews and functional support.
- Oversees the evaluation, negotiation, purchase, and renewal of support resources and outside services.
- Reviews resources for effectiveness, reliability, and comprehensive coverage on a regular basis.
- Provide an ongoing assessment of donor engagement practices, goals, and strategies.
- Keep abreast of new practices in donor engagement; including donor engagement metrics, analytics, and higher education philanthropy.

Performs all other duties as assigned

Qualifications:

- Bachelor's degree in a related field.
- Minimum of 7 years of experience developing and implementing successful donor relations and stewardship programs, including leading event planning, preferably in higher education.
- Excellent verbal and written communication skills, with demonstrated experience in writing to a donor-centric audience.
- Some direct leadership and management experience, including training and supervision of staff, oversight of budgeting and strategic planning, and experience in project management.
- Creative, responsible, and entrepreneurial, with the ability to execute high quality special events that meet or exceed revenue goals. Superior attention to detail.
- Proven ability to multi-task, to juggle multiple priorities, and to meet deadlines.
- Excellent computer skills, including solid experience with the Microsoft Office Suite, especially Excel, as well as PowerPoint, and knowledge of Raiser's Edge NXT or similar database management systems.
- Courteous and diplomatic with excellent interpersonal skills and the ability to develop good relationships with donors, including board members and event chairs.
- Self-motivated with the ability to work well independently and as part of a team in a fast-paced environment.
- Communication skills and cross-cultural abilities to maximize effectiveness with diverse groups of students, colleagues and community members.
- Commitment to diversity, equity, and inclusion in the workplace, and efforts to embed it into the St. Francis College culture.
- Ability to interact collaboratively and professionally with diverse groups and constituencies throughout the College.
- Strong commitment to the College's mission and to its students, faculty and staff.
- Ability to relate to the many different constituent groups and a commitment to campus diversity, equity and inclusion.
- Culturally sensitive with an understanding and appreciation of a multi-cultural college community and the Franciscan traditions of St. Francis College.

St. Francis College is committed to providing opportunities to all persons without regard to sex, race, creed, color, religion, national origin, citizenship status, age, disability, marital status, gender identity or expression, predisposing genetic characteristics, status as a victim of domestic violence, sexual orientation, status as a Vietnam-era or special disabled veteran, or any other characteristic protected by law in its education programs and activities or employment. The College is an Affirmative Action, Equal Opportunity employer and we are strongly committed to equity and to increasing the diversity of our faculty, staff, students, and the curriculum. Applications by members of all underrepresented groups are encouraged.

Interested applicants can apply [here](#).