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/.

About this Position

Reporting to St. Francis College’s (the “College”) Director of Advancement Operations, the Advancement Operations Coordinator is responsible for providing coordination and administrative support for the College’s advancement operations.

Duties and Responsibilities:

- Enter and maintain data on donors in development databases in accordance with Department standards; run queries and reports accordingly.
- Process and enter donor gifts (e.g., from credit cards, checks, stocks, matching gifts, and similar documents).
- Oversee administration of matching gift platform.
- Prepare acknowledgment letters, match and mail in accordance with Department standards, including, but not limited to, uploading templates into the database and keeping them current.
- Assist with event planning to include distributing and tracking invitations and responses and helping with other off-site logistics.
- Perform administrative support for the Department, including, but not limited to, ordering supplies, filing, and maintaining working order of office equipment.
- Serve as liaison with external vendors as appropriate.
- Assist with large-scale mailings to include mail merge, coordinating print requests with document services and the mailroom.
- Manage the Department’s purchases and billing, including vendor invoices, reimbursements, and related duties.
- Perform secretarial duties for the Department, including screening of incoming calls and assisting with scheduling and special projects.
- Assist with Raiser’s Edge transactions including, but not limited to, global changes, actions entry and tracking, and ongoing professional development opportunities for Advancement and Alumni teams.
• Assist with the coordination of Raiser’s Edge Net Community activity in Advancement, Alumni Relations and Special Events as requested.
• Assists in the organization and execution of the annual Golf Outing, Charter Award Dinner and other special events.
• Performs all other duties as assigned.

Qualifications:

• Minimum of a High School diploma or High School equivalency diploma is required.
• Minimum of 2-years of administrative support experience.
• Solid understanding of fundraising.
• Proficiency in the use of MS Office, including Outlook, Word, Excel, and Power Point, and the internet.
• Raiser’s Edge database experience preferred.
• Good interpersonal skills and respect for the confidentiality of donor records is required.
• 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.
• Culturally sensitive with an understanding and appreciation of a multi-cultural college community and the Franciscan traditions of St. Francis College.
• Strong commitment to the College’s mission and to its students, faculty and staff.

Interested applicants can apply here.

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.