



ST FRANCIS COLLEGE

Director of Major and Planned Gifts

About St. Francis College

St. Francis College (the “College” or “SFC”) is revitalizing as we prepare to open a brand-new, state-of-the-art campus in downtown Brooklyn. We are a College rooted in a commitment to radical hospitality, to character formation, to inter-faith dialogue, and to creating conditions for students to 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.

SFC is committed to diversity, equity, and inclusion and we 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

As a key member of the Office of Advancement leadership team reporting to the Assistant Vice President of Advancement (“AVP”), the Director of Major and Planned Gifts is responsible for collaborating with the AVP to provide leadership in the development and implementation of a fundraising development plan focused on securing major current and planned gifts of \$25,000 and above. A key function of this position will be to manage a portfolio of approximately 120 major and planned giving prospects. The position will also manage up to two front line fundraisers, including a fundraising professional responsible for securing major gifts from corporate and foundation donors.

Schedule: Full-time, hybrid work schedule, with some nights and weekend availability.

Duties and Responsibilities:

- Fully manage a portfolio of at least 120-125 major and planned giving prospects, from qualification and cultivation through solicitation and stewardship. Special focus is on closing six and seven figure gifts.
- Work with the AVP to develop and execute annual and multi-year development strategies for major gifts.

- In collaboration with the College's Office of Marketing and Communications, design and implement a comprehensive planned giving program that consistently results in increasing six and seven figure estate gifts.
- Supervise a major gift officer and director of corporate and foundation relations.
- Collaborate with campus and community stakeholders to identify and develop College fundraising opportunities.
- Serve as a representative of the Advancement Office on College committees, and assist with events.
- Performs all other duties as assigned.

Qualifications:

- Bachelor degree required.
- Minimum 5 years of related professional experience, preferably some experience in higher education.
- Knowledge of and prior use of Raiser's Edge/NXT is preferred.
- Superb attention to detail and ability to switch between details and bigger impact of the collective details.
- Demonstrated ability to lead and coach high performing teams.
- Proficiency in the Microsoft suite of programs.
- Excellent organizational, interpersonal, collaboration, relationship-building, negotiation, and oral and written communication skills.
- Ability to work effectively in a fast-paced, highly collaborative, team-oriented environment and relate effectively with the College community and colleagues at all levels.
- Ability to anticipate consequences of actions, potential problems, and opportunities for change.
- Proactive approach to the work.
- Ability to work independently, prioritize workload, deliver high quality results, and meet deadlines while managing multiple competing demands.
- 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.