



ST. FRANCIS COLLEGE

Donor Engagement Associate

Job Summary: Reporting to St. Francis College's ("SFC" or the "College") Director of Donor Engagement, the Donor Engagement Associate is a key member of the Office of Advancement ("Advancement") team responsible for the planning and execution of the College's major Advancement events and donor engagement efforts. This position supports the College's fundraising efforts by enhancing donor engagement programs and collaborating with internal and external partners on new donor-focused initiatives. This position is integral to implementing best-in-class, high profile events and for being focused on the College's benefactors with gratitude, while acknowledging the positive impact they make on the College. The incumbent will support a program built upon the foundation of the following four pillars of donor engagement:

- Acknowledgment
- Stewardship
- Recognition
- Engagement

Anticipated Work Schedule: Full-time hybrid on-campus and remote work, with some required night and weekend availability.

Duties and Responsibilities

Event Management:

- Collaborate with internal and external partners; assist with organizing a 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.
- Assist with ensuring that all aspects of major Advancement events are well-planned, well-executed, and at or above the industry standards.
- Work closely with Advancement leadership and collaborate with SFC stakeholders and other College offices to ensure that strategic goals are met for events.
- Assist with tracking and reporting about special events; maintain and distribute up-to-date guest lists.
- Perform all other duties as assigned.

Donor Stewardship:

- Perform tasks in accordance with the policies and procedures that govern Advancement's comprehensive donor engagement program.
- Assist the Director of Donor Engagement with the planning and implementation of special donor programming and recognition in support of giving societies.
- Sustain positive and mutually-rewarding relations between the College and its donors.

- Coordinate all donor engagement communications including, but not limited to receipts, acknowledgment letters, special impact messaging, and reporting.
- Provide reports to donors in a timely, consistent and accurate manner regarding the use, impact, and financial management of their gifts.
- Send data updates to the SFC Advancement Operations team for processing in a timely and thorough manner.
- Handle extremely sensitive information with confidentiality and tact.
- Manage the daily functions of SFC student employees and/or volunteers regarding their donor engagement activities.
- Keep abreast of new practices in donor engagement, including donor engagement metrics, analytics, and higher education philanthropy.
- Perform all other duties as assigned.

Qualifications:

- Bachelor's degree in a related field.
- Minimum of 3 years of experience in donor relations and stewardship programs, including event planning, preferably in higher education.
- Excellent verbal and written communication skills, with demonstrated experience in writing to a donor-centric audience.
- Creative and responsible with superior attention to detail.
- Proven ability to multi-task and juggle multiple priorities 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.
- Ability and willingness to participate in specific weekend and evening events as requested.
- The ability to work and communicate effectively with faculty, staff and students from diverse educational and social backgrounds.
- 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 by clicking [here](#).

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/>.

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.