



ST FRANCIS COLLEGE

Donor Engagement Manager

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 team and reporting to the Director of Donor Engagement, the Donor Engagement Manager assists in the planning and execution the College’s major Advancement events and donor engagement efforts, focusing on gratitude and impact for all donors to St. Francis College.

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

Duties and Responsibilities:

- Assists the Director of Donor Engagement in acknowledging, stewarding, recognizing, and engaging donors, sustaining positive and mutually-rewarding relations between SFC and its donors.
- Organizes a portfolio of major Advancement events from inception to completion; including but not limited to, Charter Award Dinner, Dugan Memorial Golf Tournament, President’s Club Dinner, donor receptions and ceremonies.
- Works closely with Advancement leadership and campus partners to ensure that strategic goals are met for all programs, including tracking and reporting on donor engagement success.

- Coordinates all donor communications including but not limited to: receipts, acknowledgment letters, special impact messaging, and reporting on the financial management of donor gifts.
- Liaises with Advancement Operations to ensure timely and thorough data processing, distribution list requests, record updates, and more.
- Handles extremely sensitive information with confidentiality and tact.
- Manages the daily functions of Donor Engagement student employees and/or volunteers.
- Performs all other duties as assigned.

Qualifications:

- Bachelor's degree in a related field.
- Minimum of 1 year of experience (in part-time or full-time role) in a related field, preferably in areas of event planning, customer service, and communications.
- Excellent verbal and written communication skills, with demonstrated experience writing to varying target audiences.
- Knowledge of Microsoft Office Suite, especially Excel and PowerPoint. Knowledge of Raiser's Edge NXT or similar database management systems preferred but not required.
- Courteous and diplomatic with excellent interpersonal skills and the ability to develop good relationships with stakeholders
- 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.
- 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.