

# HARRIS RAND LUSK

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## St. Francis College Major Gifts Officer Job Description

### Background:

St. Francis College (SFC) is a liberal arts college located in the heart of Brooklyn. Founded in 1859 by the Franciscan Brothers of Brooklyn, the school is centered on the values of service, respect, compassion, and integrity. Consistently ranked nationally and regionally as one of the top baccalaureate colleges, SFC boasts 19 academic departments with 72 majors and minors, ranging from traditional liberal arts to high-demand pre-professional disciplines like nursing, education, criminal justice, management and medical technology.

SFC is also one of the most affordable private colleges in the New York area, providing quality education to students of all racial, ethnic, and religious backgrounds. Its exceptionally generous financial aid program allows 97 percent of its students receive some form of support. Merit-based scholarships covering near-full tuition for graduating high school students with 1200 on their SAT's are the cornerstone of the school's financial aid program.

Under the exciting new leadership of recently appointed President, Miguel Martinez-Saenz, the school will be undertaking an ambitious 5-year plan to raise transformational resources, grow strategic partnerships, and increase enrollment by 500 students to a total of 3,000, including 300 international students. The school seeks a passionate, people-driven individual who can spearhead major donor engagement to support this bold plan.

A key member of the college's development team, the **Major Gifts Officer** will steward existing supporters and build new key relationships to curate a portfolio of engaged, inspired, and loyal SFC donors to secure donations and planned gifts of \$25,000 or more.

### Principal Responsibilities:

- Developing a robust portfolio of both new and current major gift supporters with the goal to raise a minimum of \$500k within the first two years.
- Engaging key long-term donors to ensure retention and encourage increased giving

- Building prospect interest and excitement in St. Francis College, in order to close five and six-figure gift solicitations
- Engaging supporters such as volunteers, alumni, parents, and friends in innovative and creative ways
- Serving as the Development liaison to the Athletic Department for all matters related to athletic fundraising
- Overseeing the preparation of necessary materials, including funding proposals, letters of intent, documentation of planned gifts, and scheduled stewardship reports for all assigned prospects
- Initiating and coordinating opportunities for faculty, administration, VP for Development and the President to interact with major gift prospects and interpret fundraising priorities to College constituencies
- Overseeing the coordination and creation of planned giving materials (print, email and social media) and seminars. Work with PG vendor(s) to consistently modify web-presence and add timely information as it relates to philanthropy
- Working closely with the Engagement team in constituent outreach, gatherings and fundraising initiatives
- Supporting and attending College events and activities to include, but not limited to, fundraising, athletic, alumni, student and community events, academic lectures and symposia
- Establishing an annual metrics-driven strategy to analyze supporter data to find new opportunities and ensure all activities are measurable to drive efficiencies and maximize results
- Assisting in the planning and execution of regional receptions and events
- Traveling to visit prospects as necessary
- Performing other duties as assigned

**Qualifications:**

- Bachelor's degree required
- Three years of experience in development or fundraising, preferably in higher education. Related sales experience will be considered
- Proven track record of successfully securing annual fund leadership gifts, major gifts or sales contracts
- Demonstrated understanding of gift planning vehicles and the ability to comfortably engage prospects in discussions related to the College's planned giving program
- Team oriented with experience working directly with volunteers and high net-worth individuals
- Exceptional verbal and written communication skills including excellent grammar, writing, proofreading, and editing
- Ability working collaboratively with diverse constituencies
- Self-starter who possesses an attention to detail and ability to multi-task

- High energy and a positive attitude
- Sophisticated, outgoing and warm person who can communicate with an honest passion for and commitment to the College's mission
- Ability to work some late evenings and weekends as necessary
- Computer proficiency with Microsoft Office is required. Working knowledge of Raiser's Edge and planned giving platforms (e.g. Crescendo, PG Calc., etc.) is preferred

Salary: \$100,000-\$120,000

**To Apply:**

St. Francis College has retained the services of Harris Rand Lusk to conduct this search.

Inquiries, nominations and applications may be directed in confidence to:

Debbie Farrell, Senior Director of Leadership and Development

Harris Rand Lusk

122 East 42nd Street, Suite 3605

New York, NY 10168

Email cover letter and resume to: [bcolon@harrisrand.com](mailto:bcolon@harrisrand.com)

Please put "St. Francis College" in the subject line of your emailed application.