Franklin College seeks a Director of Annual Giving and Stewardship. This is a full-time, salaried position reporting to the Assistant Vice President for Alumni Engagement and Annual Giving. This position provides support to the assistant vice president for alumni engagement and annual giving the implementation of annual fundraising and stewardship programs. The director supports activities and programming focused on the acquisition, retention, and recapture of alumni, faculty/staff, parent, and student donors. The director manages stewardship programming for annual donors and major gifts. Located approximately 30 minutes from culturally rich downtown Indianapolis, Franklin College is a private, four-year liberal arts and sciences college.

**RESPONSIBILITIES**

- Plan, implement and evaluate the one-day giving challenge, #GivetoGRIZ, utilizing campus partners, students, and volunteer alumni ambassadors.
- Special projects will include giving programs related to reunion classes, young alumni, faculty/staff, students (including the Franklin College Student Foundation) and parents. This includes the established license plate program and evaluation thereof.
- Oversee annual giving work-study student and incorporate phonathon calls into the overall development plan. This includes pulling LYBUNT lists, updating scripts appropriately, and evaluating the success of the program.
- Develop, implement and manage a program focused on retaining unmanaged LYBUNTs and recapturing unmanaged SYBUNTs ($1-999).
- Analyze and react to statistical and summary reports to assess the effectiveness of fundraising efforts they oversee.
- Focus efforts in a holistic way to integrate with alumni engagement, major gift and planned gift efforts.
- Emphasize diversity, equity, and inclusion in fundraising efforts.
- Ensure a comprehensive stewardship program for all constituencies and all giving levels is in place and operational.
- Work in tandem with assistant director of alumni communications and events and assistant vice president of alumni engagement and annual giving to oversee the stewardship activities related to giving societies.
- Work with Office of Communications to produce acknowledgements and stewardship communications (examples include stewardship reports and donor invitations to Honors Convocation).
- Assist with alumni/friends events as needed. Attendance at some events with travel and extended hours required.
- Regular attendance and timeliness.
- Follow and abide by all safety rules and regulations.
- Other duties as assigned.

**REQUIREMENTS**
Bachelor's degree from an accredited college or university required
Minimum of one-three years’ experience in annual giving
Exceptional ability to think strategically and analytically.
Excellent written and oral communication and interpersonal skills; demonstrated personal solicitation experience.
A commitment to higher education and the ability to articulate a persuasive case for continued engagement and annual support of Franklin College.
Work requires attention to detail in composing, typing and proofing materials, and establishing priorities.
Exceptional organizational skills.
Strong discretion and judgement.
Ability to manage multiple assignments and projects, meet deadlines and goals.
Position continually requires demonstrated poise, tact and diplomacy.
Strong initiative and creativity with a high energy level, sense of humor, enthusiasm and flexibility.
Proven track record of modeling appropriate behavior, optimism, collaboration, and high achievement.
Demonstrated relationship builder and team player.
Must be a self-starter, well organized, and able to work with minimal supervision.
Computer literacy skills and understanding of database research and management, and donor relations; proficiency with MS Office.
Ability to handle sensitive and confidential matters discreetly.
Knowledge of budget preparation and higher education policies and procedures.
Ability to work with a diverse populations of students and volunteers of all ages.
A willingness to learn new applications and participate in professional development opportunities is a requirement.
Must be able to travel and work evenings and weekends as warranted.

Excellent benefits package including: health, life and disability insurance, paid vacation, sick and holiday time, retirement plan, and full tuition benefits for employees and their family. Review of applications will begin immediately and continue until the position is filled. Qualified candidates should submit electronically (MS Word or PDF) a cover letter, resume and contact information for three professional references via the application link – Franklin College Staff Application

Contact Human Resources with additional questions.

Franklin College
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Franklin, IN  46131
humanresources@FranklinCollege.edu
www.FranklinCollege.edu

Franklin College is committed to providing an inclusive and welcoming environment and to ensuring that educational and employment decisions are based on individuals’ abilities and qualifications. Consistent with these principles and applicable laws, it is therefore the College’s policy not to discriminate on the basis of age, color, disability, gender, gender expression, gender identity, genetic information, national origin, marital status, race, religion, sex, sexual orientation or veteran status as consistent with the Policy on Prohibited Discrimination, Harassment and Related Misconduct. No person, on the basis of protected status, shall be excluded from participating in, be denied the benefits of, or be subjected to unlawful discrimination, harassment, or retaliation under any College program or activity, including with respect to employment terms and conditions. Such a policy ensures that only relevant factors are considered and that equitable and consistent standards of conduct and performance are applied.