



Director of Development

Founded in 1834, Franklin College is a residential four-year undergraduate liberal arts institution with a scenic, wooded campus located 20 minutes south of downtown Indianapolis. The college prepares men and women for challenging careers and fulfilling lives through the liberal arts, offering its approximately 1,000 students 28 majors, 36 minors and eight pre-professional programs. In 1842, the college began admitting women, becoming the first coeducational institution in Indiana and the seventh in the nation. Franklin College maintains a voluntary association with the American Baptist Churches USA.

Franklin College has a full-time opening in the Office of Institutional Advancement for a Director of Development. Reporting directly to the Assistant Vice President for Major & Planned Giving, the Director of Development will serve as a primary fundraiser for Franklin College by implementing the major gift program, including various types of campaigns, corporate, annual, and planned gifts.

RESPONSIBILITIES:

- Assist the AVP of Major & Planned Giving with aspects of designing, implementing and assessing a comprehensive major gift fundraising program for Franklin College;
- Manage a strategic cultivation and solicitation program for leadership and major-gift level donors;
- Manage a strategic cultivation and solicitation program for comprehensive campaign donors;
- Assist AVP of Major & Planned Giving with marketing ideas and implementation for Horizon Society giving;
- In partnership with AVP of Major & Planned Giving, solicit planned gifts and members for the Horizon Society;
- Assist with execution of stewardship program to appropriately recognize major donors.
- Assist in identifying prospects to diversify and expand donor base;
- Support alumni engagement and fundraising in regional areas where assigned contacts reside and work;
- Seek and secure major annual gifts and bequests from Homecoming Reunion Alumni.
- File accurate contact reports in a timely fashion;
- Other duties as assigned by the Assistant Vice President for Major & Planned Giving.

MINIMUM QUALIFICATIONS

- Bachelor's degree required from an accredited college or university;
- Minimum of three-five years' experience in fundraising/relationship management;



- Knowledge of major gift acquisition and planned giving vehicles and willingness to pursue education in those areas;
- Mastery of basic Microsoft Office products and familiarity with office work environment;
- An astute, collaborative leadership style that fosters teamwork;
- Outstanding interpersonal and public communication skills;
- Highly organized initiative-taker with professional expertise to effectively seize upon opportunities for philanthropy at Franklin College;
- Adherence to the gift acceptance policies and guidelines approved by the Board of Trustees;
- Willing to travel, work nights and weekends occasionally, maintain confidentiality, be honest and trustworthy and understand the critical role in advancing the mission of Franklin College.

Excellent benefits package including: EAP, medical, dental & vision coverage options, life and disability insurance, paid vacation, paid sick and holiday time, retirement plan with matching contribution, and full tuition benefits for employees and their family.

APPLICATION PROCESS:

Review of applications will begin immediately and continue until the position is filled. Interested candidates should submit a complete application including cover letter, resume and three professional references via the application link – [Franklin College Staff Application](#) or visit employment opportunities at www.FranklinCollege.edu.

Contact Human Resources with additional questions.

Franklin College
101 Branigin Boulevard
Franklin, IN 46131
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.