



Donor Engagement Officer

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 Donor Engagement Officer. Reporting directly to the Assistant Vice President for Major & Planned Giving, the Donor Engagement Officer will have primary responsibility for qualifying, cultivating and stewarding strong relationships with new and existing donors, alumni, and other stakeholders who help resource the institution.

RESPONSIBILITIES:

- Build and maintain positive relationships with current and prospective donors, alumni and friends of the College;
- Cultivate personal connections through various communication channels, including in-person and virtual meetings, emails, calls and events;
- Manage a strategic cultivation and solicitation program for comprehensive campaign donors;
- Assist AVP of Major & Planned Giving with marketing ideas and cultivation of potential Horizon Society members;
- Understand donors' philanthropic interests and goals and align them with the appropriate funding priorities at the College;
- Collaborate with the IA team to identify and target potential donor segments, tailoring engagement approaches to each group and expanding donor base;
- Research and assess potential major gift donors and create customized engagement outreach plans in tandem with frontline fundraising colleagues;
- Collaborate with event planning team to crowd build for scheduled campus and regional events that provide enhanced donor engagement opportunities;
- Maintain accurate and up-to-date donor records in the college's donor database.
- File accurate contact reports in a timely manner;
- Collaborate with various college departments, including academic units and administration, to stay informed about college priorities and programs;
- 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;
- Experience in fundraising, donor relations, alumni engagement or related roles is preferred;
- Mastery of basic Microsoft Office products and familiarity with office work environment;
- Outstanding interpersonal and public communication skills, with the ability to interact effectively with diverse stakeholders;
- Highly organized initiative-taker with project management skills;
- Experience using donor management systems and databases;
- Must exhibit professionalism and ethical conduct, adhering to best practices in fundraising and gift acceptance policies and guidelines approved by the Board of Trustees.

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
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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.