



## **Director of Development & Stewardship**

Franklin College is seeking a full-time, 12-month, salary-exempt Director of Development & Stewardship position which will report to the Vice President for Institutional Advancement. This position will be responsible for strategically planning, directing, and executing comprehensive stewardship and sponsorship programs and managing grants that enhance fundraising efforts in the Division of Institutional Advancement, aligning with the culture of philanthropy and mission of the institution. The director will help develop relationships with community and corporate partners of the college, as well as helping manage grant opportunities with the end goal of resourcing Franklin College annually and long-term, expanding the student experience while elevating the status of on-campus programming.

The director manages a portfolio of corporate donors and granting agencies which entails personal outreach, strategy, assisting in identifying and cultivating prospective donors as appropriate, and working alongside the IA team to create a funnel to the college's fundraising efforts in coordination with the Vice President for Institutional Advancement.

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 8 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.

### **ESSENTIAL POSITION FUNCTIONS**

- Manage and facilitate the successful stewardship report-generation for all endowed chairs, fellowships, and scholarships;
- Strategically plan, direct, and execute programs in concert with the staff of Institutional Advancement and other campus partners to meet the goals consistent with the institution's strategic plan. Further develop a Corporate Sponsorship/Partnership program with proper metrics to meet specific goals and objectives set by the Vice President of Institutional Advancement. Identify and remain current with trends and new donor engagement tools and processes, recommending institutional consideration as appropriate;
- Manage grants in tandem with appropriate departments and consultants, including working with the Academic Affairs team and collaborating on stewardship opportunities;
- Collaborate with and provide assistance to other campus departments (academic departments, admissions, athletics, Greek organizations, and other student leadership groups) as needed when interacting with corporate partners;
- Partner with Institutional Advancement to identify corporations and granting agencies who are prospects for annual giving and major giving to increase financial support. Conduct personal



solicitations and visits with corporate donors and prospects in a portfolio of approximately 40-50;

- Partner with Marketing/Communications, as needed, to produce invitations, letters, other design pieces, website/pages, magazine story generation, one-minute news story content, etc.;
- Identify corporate partners who can assist in networking, mentoring or participating in panel presentations, as well as sponsorship opportunities and potential leadership roles;
- Attendance at events with some travel and extended hours is required;
- Follow and abide by all safety rules and regulations;
- Regular attendance and timeliness;
- Other duties as needed or assigned.

### **SUPERVISORY RESPONSIBILITY**

Direct supervision is received from the Vice President of Institutional Advancement.

### **QUALIFICATIONS**

**EXPERIENCE:** Five years of progressive experience in higher education or comparable leadership experience required; experience in higher education fundraising work and personal solicitation preferred.

**EDUCATION/LICENSING:** Bachelor's degree from an accredited college or university.

### **PREFERRED SKILLS:**

- Exceptional ability to think strategically and analytically;
- Excellent written, oral, and interpersonal skills; demonstrated personal solicitation skills;
- A commitment to higher education and the ability to articulate a persuasive case for continued engagement and annual support of Franklin College;
- Ability to manage multiple projects, meet deadlines and goals;
- Proven leadership skills along with a talent for inspiring others to support programs and annual giving; modeling appropriate behavior, collaboration, and high achievement. This position continually requires demonstrated poise, tact, and diplomacy;
- Strong initiative and creativity with a high energy level, enthusiasm, and flexibility;
- 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; proficiency with MS Office;
- Ability to handle sensitive and confidential matters discreetly;
- Ability to work with diverse populations of students and volunteers of all ages;
- A willingness to learn new applications and participate in professional development opportunities;
- Must be able to travel and work extended hours, as required.



## **APPLICATION PROCESS**

This position offers an excellent benefits package including: health, life and disability insurance, paid vacation, sick and holiday time, retirement plan, and full tuition benefits for the chosen candidate 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  
101 Branigin Blvd.  
Franklin, IN 46131  
[humanresources@FranklinCollege.edu](mailto:humanresources@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 participation 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.*