



Donor Engagement Officer

Franklin College is accepting applications for the position of Donor Engagement Officer within our Institutional Advancement division. This position serves as a primary donor relations specialist for Franklin College by qualifying, cultivating and stewarding strong relationships with new and existing donors, alumni, and other stakeholders who help resource the institution. This is a salaried, full-time position reporting to the Director of Development and Planned Giving.

Essential Position Functions

- 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.

Qualifications

A bachelor's degree or higher from an accredited institution is required, along with experience in fundraising, donor relations, alumni engagement, or related roles. Candidates must be skilled in donor management systems and databases, proficient in Microsoft Office, and comfortable in office environments. Strong interpersonal and communication skills are essential for effectively engaging with diverse stakeholders. The ideal candidate is highly organized, a self-starter, and possesses project management expertise. Professionalism and ethical conduct aligned with Board-approved policies are expected.

APPLICATION PROCESS

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 following link: [Franklin College Staff Application](#)

Contact Human Resources with additional questions.

Franklin College
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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.