

# Director of Philanthropy



**Department:** Office of Engagement

**Type:** Staff, Full-time

The Director of Philanthropy is responsible for identifying, engaging, and soliciting individuals, corporations, and foundations for gifts of \$25,000 and more for Stephens College.

Requires extensive travel and an irregular schedule.

## Responsibilities

- Through in-person and Zoom contact, phone calls, e-mails, notes, letters, attendance at events and customized donor outreach, develop and manage new and existing relationships to generate significant gifts for the college.
- In collaboration with other members of the Office of Institutional Advancement and Engagement, assist with other advancement projects, attending regularly scheduled advancement meetings and support the donor management system as needed. In addition, support other duties as assigned.
- Provide accurate and timely reports of fundraising activity in the CRM and in collaboration with team and campus partners.
- Maintain high standard of confidentiality.
- Represent the college and provide power point/oral presentations to clubs, individuals as requested.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

## Minimum Qualifications:

- Bachelor's degree from an accredited college or university
- Three to five years of experience in a development or philanthropy setting working on fundraising or alumni/volunteer relations or equivalent transferable skills.
- Must have excellent interpersonal, organizational, and writing skills.
- Must be able to work independently and manage multiple projects simultaneously.
- Experience in higher education is desirable.
- Familiarity working with databases and office software is preferred.

*Stephens College offers excellent benefits, including vacation/holiday/sick pay, health/dental/life insurance, tuition waiver and College-paid retirement plan.*

## To Apply:

Qualified applicants should complete an online [Stephens College application](#) with the following:

- A cover letter that addresses how your experience qualifies you to meet the responsibilities.
- Resume

The successful candidate must pass a criminal background check.

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## About Stephens College:

Established in 1833, Stephens College is a comprehensive Master's institution with a robust undergraduate women's college preparing students for successful careers in business, communication,

fashion design, education, creative writing, filmmaking and the health sciences (including a new nursing degree program jointly owned and operated by a local private healthcare system); a new co-ed Conservatory for the Performing Arts launching in August 2022; and thriving co-ed graduate programs in the health sciences (Physician Assistant, Counseling, Health Information Management), and the performing arts (MFA in Script and Television Writing located at the Jim Henson Studios in Los Angeles).

Located in the heart of Columbia, Missouri – ranked as one of the top university towns in the nation and home to the University of Missouri – Stephens offers students all the social experiences and benefits of an SEC university town, in combination with all the personal and academic benefits of a small, individualized, student-focused private college on 50 historically beautiful and wooded acres in the center of the city. Rated in 2021 among the top colleges in the country by the Princeton Review, Stephens was ranked by U.S. News & World Report as #36 among all Midwestern regional universities and #3 in “social mobility” for its success in accepting, supporting, and graduating first-gen and disadvantaged students.

Stephens says yes first. As a result, it is the pet-friendliest campus in the nation; home to the first all-women’s competitive esports team; and the only college that requires every student to complete a non-credit Career and Professional Development curriculum of more than 20 learning experiences and assignments as a graduation requirement. Stephens operates its own pre-K/elementary lab school; its own professional summer theatre in Okoboji, Iowa; its own student-designed and operated campus store selling student-designed fashions and accessories; its own equestrian stables offering academic and recreational riding; and its own hybrid online graduate degree in script and television writing that meets for 10 days every semester at the Jim Henson Studios in Los Angeles.

***Stephens College is an Affirmative Action /Equal Opportunity Employer. A diverse community on campus is valued, so women, minorities, veterans, and individuals with disabilities are encouraged to apply.***