

# WESTMONT COLLEGE

## **Assistant Director of Annual Giving**

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### **College Advancement**

**Position summary:** Responsible for programs designed to raise support for the Westmont Annual Fund, increase membership in the President's Associates and increase alumni giving through the Class Agent program.

**Qualifications:** Requires a Bachelor's degree and 2-3 years fundraising or transferable work experience; excellent written communication and interpersonal skills; good organizational skills; developed technical skills using Word, Excel and Access.

### **Reporting Responsibilities**

- Using the CAE report; generate the monthly Annual Fund report
- Generate the Staff Assigned Gift Table report as requested
- Create mid-year and year end Annual Fund reports, and other reports as requested
- Assist in the development and processing of Westmont Annual Fund solicitations
- Initiate content updates on the Giving website

### **The President's Associates**

- Manage all aspects of the TPA program.
- Distribute monthly lists of New TPA and Renewed TPA to the Major Gift Officers and the Research department.
- Track and mail New TPA packets and Renewed TPA letters on a monthly basis.
- Coordinate the mailing of the holiday chapel CD to all TPA members.
- Organize TPA events; coordinating with the Gift Planning Office.
- Organize the Young Alumni TPA gift for graduating seniors.
- In conjunction with the Director, coordinate solicitations in the form of letters, e-mails and Phonathon calls several times per year to Unrenewed TPA
- Oversee the expansion of the Young Alumni TPA program in conjunction with the Alumni Office.
- Coordinate the President's quarterly newsletter; mailed to all TPA members.

### **Class Agent Program**

- Manage all aspects of three stewardship e-mail newsletters annually and a year-end solicitation from each of the class agents.
- Recruit two additional class agents from classes who do not yet participate.
- Coordinate and attend the Homecoming breakfast meeting for the Class Agents.
- Provide thank you letter support twice per year to all Class agents.

### **Overall Expectations**

- Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with co-workers, customers and others by sharing ideas and resources willingly, constructively and positively; listening to and objectively and respectfully considering the ideas and perspectives of others;

readily admitting and correcting personal mistakes; meeting commitments; keeping your supervisor and others who may be affected informed about work progress; addressing problems willingly and constructively to discover practical and lasting solutions acceptable to all parties; working promptly toward reconciliation and forgiveness during conflict; respecting the diversity of our community in words and deeds.

- Other duties as assigned.

**Reports to:** Director of Annual Giving

**06.2009**