WESTMONT COLLEGE

Director of Development, Athletics
Office of College Advancement

Position Summary:
Design, implement, and manage a program of activities to generate philanthropic gift support for the college’s athletic program, with special attention to major gift fundraising for athletic scholarships, working with the Senior Director of Development, Athletic Director, and Associate Director of Warrior Sports.

Qualifications:
A personal relationship to Jesus Christ and support of the Christian character and mission of Westmont College; clear understanding of, and ability to articulate, a compelling vision of athletics and its role in a Christian liberal arts context; B.A., advanced training desirable in a relevant field; demonstrated success in the field of fundraising, and in the ability to coordinate others’ efforts in support of a common goal; some previous experience supervising others; knowledge and appreciation of the athletic world in general, and collegiate athletics in particular; the ability to envision a plan, to strategize for its realization, and to hold relevant parties accountable for their part in that vision.

Responsibilities:
- Envision and manage a comprehensive program of fundraising for Westmont athletics that coordinates the efforts of the Athletic Director, Office of College Advancement, Associate Director of Warrior Sports, individual coaches, and volunteers
- Oversight of and partnership with Associate Director of Warrior Sports to accomplish fundraising goals
- Identification, cultivation and solicitation of major gift prospects
- Collaborate with the Office of College Advancement when appropriate for other major gift fundraising objectives
- Manage portfolios of prospective donors, including those with interests outside of athletics who may wish to direct their resources to other areas or programs at Westmont
- Prepare materials for oral and written presentations to prospects
- Coordinate approximately 25 face-to-face major prospect visits monthly, with the goals of soliciting 40-50 major prospects a year
- Coordinate arrangements for visits of prospects and donors to the campus
- Provide for the continuing stewardship of prospective and existing donors in coordination with the Vice President for College Advancement, the Senior Director of Development, and the Athletic Director
- Coordinate major athletic fundraising efforts, including golf tournaments or other initiatives and events
- 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. Westmont expects employees to avail themselves wherever necessary, demonstrating flexibility and openness to new requests and responsibilities in order to foster an environment of collaboration

- Work with the Provost, Athletic Director and Title IX Officer to establish clear and fair principles for allocating resources among all the sports of the program
- Perform related duties as assigned

Reports to: Senior Director of Development

5.14