

WESTMONT COLLEGE

Fundraising Assistant

College Advancement

Position summary: Provides administrative and secretarial support for the Senior Development Director, the Director and Assistant Directors of Annual Giving, and the Regional Directors of Development.

Qualifications: Requirements include: high school graduate or equivalent with a minimum of 3 years secretarial experience and 60-65 wpm keyboard skills. College degree and some experience in a fund-raising environment highly preferred. Requirements also include: developed computer skills using Windows and Microsoft Office (Word and Excel); ability to learn specialized database software to generate targeted mailing lists and reports; detail orientation with good basic math skills; flexibility, organizational abilities; ability to take initiative, work on multiple projects and meet deadlines without close supervision; ability to communicate positively and effectively with constituents and staff, and maintain confidentiality of records.

Responsibilities:

1. Provide administrative support, including: drafting and typing correspondence and proposals; proofreading documents; filing, maintaining database records; copying; answering phones; transcribing messages; receiving visitors and making travel arrangements, processing mail, ordering supplies and maintaining donor files
2. Ensure accurate and timely completion of assignments and manage the involvement of others
3. Arrange meetings and occasional small group luncheons, maintain calendars, schedule appointments, take minutes
4. Complete and process check requests and invoices for payment; track expenditures
5. Run weekly and periodic data reports in support of portfolio management and fundraising initiatives
6. Coordinate and/or learn to produce reports from database
7. Manage and distribute contact reports
8. Assist in supervision of student workers/volunteers for Phonathon and Senior Gift, and oversee student completion of mailings
9. Phonathon support includes: solicit in-kind prizes for callers; on a daily basis: enter pledges; generate letters; research and enter address and phone numbers; enter response codes into database
10. Direct mail support, such as coordinating mailings
11. Assist with stewardship related activities for major gift donors such as preparing thank you note for gift officers. Ensure monthly letters (thank you and welcome) are kept current and mailed regularly.
12. Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with co-workers 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.
13. Perform all other duties as assigned

Reports to: Senior Development Director and Director of Annual Giving

Application procedure: Applications and resumes should be submitted to the Human Resources Department or mailed to Westmont College, Human Resources Department, 955 La Paz Road, Santa Barbara, CA 93108.