

WESTMONT COLLEGE

Fundraising Assistant

College Advancement

Position summary: Provides administrative and secretarial support for the Director, Associate Director and Assistant Director of Annual Giving and the Director of Foundation and Corporate Relations.

Qualifications: Requirements include: HS graduate or equivalent with a minimum of 2-3 years secretarial experience and 60-65 wpm typing. Some experience in a fund-raising environment preferred. Developed computer skills using Windows and Microsoft office (Word and Excel). Ability to learn specialized database software to generate targeted mailing lists and reports. Desktop publishing (Pagemaker/Publisher) helpful. Good basic math skills. Flexible, well-organized, able to 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 secretarial support, including: drafting and typing correspondence; proofreading documents; filing, maintaining database records; copying; answering phones; transcribing messages; receiving visitors and occasionally making travel arrangements.
2. Arrange meetings and occasional small group luncheons, maintain calendars, schedule appointments, take minutes.
3. Complete and process check requests and invoices for payment; track expenditures
4. Maintain supplies and inventory
5. Coordinate and/or learn to produce reports from database.
6. Assist with student workers/volunteers for Class Agent program, Phonathon and Senior Gift.
7. Other phonathon support includes: Solicit in-kind prizes for callers; enter pledges; generate follow-up letters; research address and phone numbers; enter response codes into database; enter premium codes in database
8. Direct mail support, such as coordinating and tracking premium mailings
9. Manage student workers
10. Ensure monthly letters (thank you and welcome) are kept current and mailed regularly.
11. 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.
12. Perform all other duties as assigned.

Reports to: Director of Annual Giving and Director of Foundation and Corporate Relations

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.