Position Summary:
Plan, develop and execute strategies for philanthropic support for College priorities from foundations, corporations and service organizations. Approximately 80% of the time will be spent on institutional priorities with the remaining 20% devoted to initiatives that arise from faculty research interests.

Qualifications:
Requirements include: a personal commitment to Jesus Christ and support of the Christian character and mission of Westmont; a clear understanding of and ability to articulate the distinctive qualities of a Christian Liberal Arts education; Bachelor’s degree and at least five years experience in fundraising, grant writing or other relevant experience, particularly in higher education; excellent verbal and written communication and interpersonal skills; determined, self-motivated, creative, organized, and able to present and articulate a persuasive case for support of the College.

Responsibilities:
- Research, cultivate, and solicit prospects and steward donor gifts from corporations, foundations, and philanthropic organizations.
- Serve as a key liaison between the College and these groups.
- Collaborate with administrators, faculty and staff in developing proposals to meet institutional priorities.
- Write and submit grant proposals.
- Cultivate relationships with corporate and foundation staff and officers.
- Coordinate efforts of volunteers, faculty and administrators in supporting College relationships with corporations and foundations.
- Maintain records on Corporations and Foundations with deadlines and pertinent funding information.
- Maintain effective communication channels with internal and external audiences.
- Build closer College ties with local businesses.
- Work closely with the faculty and the Office of the Provost regarding identification of outside funding sources for faculty research efforts.
- Ability to handle sensitive and confidential information appropriately and with discretion.
- Assist the Senior Director of Development on various fund raising and major gifts activities.
- 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: Senior Director of Development