

WESTMONT COLLEGE

Assistant Director of Donor Relations **Office of College Advancement**

Position Summary: Assists in the implementation of a comprehensive donor relations program by stewarding relationships between the college and its donors at all levels and ensuring donor communication and stewardship is accurate, timely and impactful.

Qualifications: Bachelor's degree required and/or one to three years' experience in a related field strongly preferred, with an emphasis on experience working in advancement, donor relations, or communications within a college or non-profit environment. Requires personal affirmation of the Christian mission of Westmont College and the Community Life Statement and adherence to its behavioral expectations. Must have strong organizational skills, attention to detail, and strong written communication. Requires skills using the Salesforce and Microsoft Office Suite. Also requires time management skills focused on planning, implementation and collaboration.

Responsibilities:

- With guidance of Director, assist in maintaining effective programs for donor stewardship, recognition, engagement and impact including reporting, donor-centric communication and personal communications on behalf of the President and College Advancement.
- Within framework Director designs, execute donor-centric programs that ensure all donors are receipted and thanked in a timely and meaningful way, receive accurate and personalized receipts and acknowledgements for all gifts to the college.
- Assist in producing personalized acknowledgment letters for donors to Westmont. Produce monthly pledge reminders.
- Manage donors' information with the highest degree of confidentiality, excellence and accuracy. Assist in maintaining the integrity of donor data and a history of donor communications
- Collaborate with Advancement Services to produce annual gift reports.
- In partnership with the Director, assist in the implementation of the annual President's Scholarship Luncheon.
- Ensures Endowment and Named Scholarship Agreements are produced accurately.
- In collaboration with the Director, respond to special requests including managing donor requests with regards to reporting and communications.
- Successfully manage conflicting priorities while meeting deadlines.
- Work effectively across and between teams to ensure strong relationships for best results on projects.
- 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 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 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.
- Other duties as assigned.

Reports to: Director for Foundations and Donor Relations

10.20