

## Westmont College

### **Sr. Director of Foundations, Corporate and Donor Relations**

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#### **Office of College Advancement**

##### **Position Summary:**

Plan, develop and execute strategies for philanthropic support for College priorities from foundations, corporations and service organizations, and stewardship of donors, focusing on institutional priorities and with initiatives that arise from fundraising campaigns and faculty research interests.

##### **Qualifications:**

Requirements include Bachelor's degree; personal affirmation of the Christian mission of Westmont College and the Community Life Statement and adherence to its behavioral expectations; a clear understanding of and ability to articulate the distinctives of a Christian Liberal Arts education plus 4-6 years of related management experience including professional positions in development, fund raising or grant writing. Also requires experience in leading and developing staff, including the ability to cultivate a high performing team; excellent communication and interpersonal skills together with the ability to work collaboratively and courteously with others; ability to meet deadlines, strong organizational skills, and ability to present and articulate a persuasive case for support of the College. Ability to work with Foundations and Corporation staff to ensure appropriate levels of engagement by the President and other executives of the college.

##### **Responsibilities:**

- Research, write and submit proposals, and steward donor gifts from corporations, foundations, government, philanthropic organizations and individuals. Serve as a key liaison between the College and these groups.
- Collaborate with administrators, faculty and staff in developing proposals to meet institutional priorities.
- Oversee the work of external consultants assisting in securing federal and other STEM related grants.
- 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.
- Submit required updates and reports for all grants received by the college.
- Work directly to steward individuals at foundation and corporate partners.
- Work closely with the faculty and the Office of the Provost regarding identification of outside funding sources for faculty research efforts.
- Handle sensitive and confidential information appropriately and with discretion.
- Manage the office of Donor Relations and oversee all activity and staff related to donor stewardship. Creates the vision for donor stewardship.
- As requested, assist the Vice President for College Advancement 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:** Vice President for College Advancement

**8.18**