**Director of Grant Writing and Annual Giving**

**Foundations | Annual Giving**

**Position summary:** Responsible for writing and submitting of grant proposals and reports in support of efforts within the Foundations and Corporate Relations department, writing of appeals designed to secure gifts to the Annual Fund, and lead the Student Stewardship program to support for giving activities within Foundations and Annual Giving.

**Qualifications:** Requirements include: Bachelor’s degree and 3-5 years of work experience – may include direct experience in a nonprofit setting, fundraising, or administrative role; personal affirmation of the Christian mission of Westmont College and the Community Life Statement and adherence to its behavioral expectations: excellent written and verbal communication skills; demonstrated gift as powerful storyteller; good organizational skills; facility with detail and logistics; proficiency with Microsoft Office Suite; and a willingness to learn additional software programs. Previous experience using Salesforce, Marketing Cloud and other communication tools a plus.

**Responsibilities:** Responsible for helping to achieve overall Westmont Fund goals through the following:

**Creative Writing**
- Write grant proposals and yearly reports in support of work within the Foundations department.
- Write inspirational and compelling content about Westmont students, alumni, faculty and the institution, designed to inspire financial support of the college.
- Draft targeted communications to members of The President’s Associates.
- Write thank you letters used in mail and email stewardship streams.

**Programs**
- Support the development of new programs to support Foundations efforts with faculty and administration
- Plan, develop and execute strategies for Student Philanthropy Education in coordination with the Sr. Director of Annual Giving.
- Develop a Class Agents Network and coordinate bi-annual events in support of this group.

**Research**
- Discover and write content in support of Foundations and Annual Giving goals
- Research key information on donors to assist in the donor segmentation process to improve the effectiveness of donor appeals.
- Research fundraising practices at other universities.

**Administration**
- Update donor information in Salesforce to improve data quality and donor accessibility.
- Secure and submit appropriate documentation and other college information as part of the writing grant submission process.
- Mail donor letters and other reports on behalf of the Sr. Director of Annual Giving and Sr. Director of Foundations and Leadership Gifts.
- Manage external partner logistics and progress of stewardship campaigns.

**Data Analytics**
- Run reports, analyze the data, identify reporting trends to Foundations and Annual Giving.
- Improve digital marketing as well as email communication via Marketing Cloud.

**Overall Expectations:** 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. 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.

**Reports to:** Sr. Director of Annual Giving and Sr. Director of Foundations and Corporate Relations

**Pay Range:** $22.16-$24.95/year