**Director for Foundations and Leadership Gifts**

**Office of College Advancement - Major Gifts**

**Position Summary:** The Senior Director for Foundations and Leadership Gifts reports to the Associate Vice President of Development, serves on the advancement leadership team and works closely with the entire fundraising team. This fundraising position oversees and is responsible for soliciting and growing contributions from foundations along with annual leadership gifts to the Westmont Fund.

**Qualifications:** Requirements include 3-5 years of experience in development, or a relevant field associated with higher education. Personal affirmation of the Christian mission of Westmont College and the Community Life Statement and adherence to its behavioral expectations required. Clear understanding of and ability to articulate the distinctives of a Christian liberal arts education.

**Minimum Qualifications:**

- Bachelor’s degree or equivalent.
- Five or more years of experience in development or a relevant field associated with higher education.
- Ability to work evenings and weekends; some travel is expected.
- Demonstrated flexibility, versatility, and ability to work in a fast-paced, deadline-driven environment.
- Strong sense of and commitment to professional ethics and confidentiality standards.
- Professional demeanor, comfort, and ability to collaborate with diverse constituencies internally and externally.
- Organized and self-starting with outstanding interpersonal, written, oral, and analytical skills; the ability to handle multiple deadlines and time manage; and a willingness to learn quickly and work independently.

**Preferred Qualifications:**

- Experience working in higher education development.
- Experience initiating and securing a high volume of development visits and personally soliciting gifts.
- Knowledge of the principles and practices of large gift development and fundraising with an understanding of individual giving and personal solicitation programs.

**Responsibilities:**

- Oversee research, cultivation, and solicitation of prospects and stewardship of gifts from corporations, foundations, government, philanthropic organizations and individual donors.
• Serve as a key liaison between the College and these entities.
• Collaborate with administrators, faculty and staff in developing proposals to meet institutional priorities.
• Oversee the submission of grant proposals and annual reports to current donors.
• Work closely with the faculty and the Office of the Provost regarding identification of outside funding sources for faculty research efforts.
• Responsible for stewarding and securing renewals of leadership gifts for the Westmont Fund.
• Lead advancement efforts with the Music Guild and Directors Club.
• Serve as a conversation partner with the Vice President on developing giving strategies for centers, advisory groups and institutes.
• Grow the pipeline of annual donors making leadership gifts to the Westmont Fund.
• Actively qualify a pool of rated prospects, with an emphasis on securing unrestricted leadership level support for the College.
• Complete at least 10-15 substantive contacts (may be virtual) per month, with the purpose of qualifying prospects for Foundations and Leadership Gifts.
• Document all personal visits, phone calls, Zoom sessions, and email contact reports in the CRM database. Ensure all next steps, pledges and recommended actions are recorded and followed up on appropriately.
• Track and measure progress based on established goals and report for Foundations and Leadership gifts metrics throughout the fiscal year.
• Ability to handle sensitive and confidential information appropriately and with discretion.
• 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, positively; listening to and objectively and respectfully considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; keeping 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.
• Other duties as assigned.

**Reports to:** Associate Vice President of Development

**Pay Range:** $73,600-$86,100/Year