

## Westmont College

### **Director of Foundations and Corporate Relations**

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

#### **Position Summary:**

Plan, develop and execute strategies for philanthropic support for College priorities from foundations, corporations and service organizations. Time will be spent on institutional priorities along with 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 distinctives 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, government 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 for College Advancement

**8.18**