WESTMONT COLLEGE

Director of Development for Athletics
Office of College Advancement

Position Summary:
Design, implement and manage a program of activities to generate philanthropic gift support for the college’s athletic program, with special attention to major gift fundraising for athletic scholarships, working with the Senior Director of Development, Athletic Director, and Associate Director of Warrior Sports. Collaborate with the Office of College Advancement for other major gift fundraising objectives.

Qualifications:
Requirements include: B.A.; Demonstrated success in the field of fundraising and in the ability to coordinate others’ efforts in support of a common goal; knowledge and appreciation of the athletic world in general and collegiate athletics in particular; ability to envision a plan and to hold relevant parties accountable for their part in that vision; personal affirmation of the Christian mission of Westmont College and the Community Life Statement and adherence to behavioral expectations.

Responsibilities:
- Envision and manage a comprehensive fundraising program for Westmont athletics that coordinates the efforts of the Athletic Director, Office of College Advancement, Associate Director of Warrior Sports, individual coaches, and volunteers
- Identification, cultivation and solicitation of major gift prospects
- Manage portfolios of prospective donors, including those with interests outside of athletics who may wish to direct their resources to other areas or programs at Westmont
- Prepare oral and written presentations to prospects, and coordinate arrangements for visits of prospects and donors to the campus
- Coordinate a minimum of 15 face-to-face prospect visits monthly, with the goals of soliciting 40-50 major prospects a year (i.e., donors of $5,000 or more per year)
- Provide for the continuing stewardship of prospective and existing donors in coordination with the Vice President for College Advancement, the Senior Director of Development, and the Athletic Director
- Coordinate major athletic fundraising efforts, including golf tournaments or other initiatives and events
- 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 objectively and respectfully considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; keeping one’s 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.
- Perform other duties as assigned

Reports to: Senior Director of Development

1.15.16