

Westminster College POSITION VACANCY

Charitable Relationship Manager

Job Purpose:

The primary purpose of this position is to foster relationships with donors to generate significant philanthropic support for the institution. As a member of the College's Division of Institutional Advancement (IA), the Charitable Relationship Manager contributes to the development and implementation of a comprehensive, strategic program of relationship-building for the purpose of increasing charitable donations and volunteer engagement for the benefit of Westminster College.

Position Responsibilities and Performance Expectations:

1. Initiate and carry out visits with current and potential donors, wherein each visit results in the identification of the donor's affinity for and interest in the College, and a projected timeline and plan for the donor's philanthropic and/or volunteer engagement with the College.
2. Conduct all activities in a manner consistent with the institution's mission, vision, goals, and values and industry standards for fundraising and donor relations.
3. In consultation with the Vice President of Institutional Advancement (VPIA) and the Senior Director of Charitable Relations, incumbent will conduct a prescribed number of personal visits.
4. Incumbent will be expected to identify and focus efforts on donors who have the capacity and potential to give at the \$25,000 and above level.
5. Incumbent will be expected to focus solicitations and proposals on projects and other priorities as identified by the VPIA and the President of the College.

Qualifications:

1. Bachelor's degree and a preferred minimum of five years of demonstrated successful fundraising experience in personal gift solicitation.
2. Preference for prior experience in higher education fundraising and donor relations.
3. Exceptional interpersonal and communication skills.
4. Strong organizational skills.
5. Ability to travel including overnights and weekends; approximately 40% of the position's full-time status will be allocated to travel.

Extensive travel will be required for this position. In accordance with Westminster College policies, employees must have proof of COVID-19 vaccination on file with Human Resources prior to beginning College-sponsored travel.

To apply please send a cover letter, resume, and the names and contact information for at least three professional references to halejm@westminster.edu Preference will be given to applications received by **August 31, 2021**

Westminster College is an Equal Opportunity Employer, enhancing learning through diversity and inclusion. The College is a nationally recognized liberal arts college, known for its collaborative environment, outstanding experiential learning programs, and focus on student success. Related to the Presbyterian Church (U.S.A.), Westminster was founded in 1852 as one of the first colleges in the country to offer the same degrees to all people, regardless of gender, race, or religion. Around 1,200 undergraduate and graduate students benefit from close personal attention from dedicated faculty while choosing from 41 majors, 10 pre-professional programs and 80 organizations. Westminster's historic campus is located in New Wilmington, PA, a beautiful rural setting near Pittsburgh and Cleveland.