**Director of Development**

As part of a dynamic, high-energy team of development professionals, the Executive Director of Development (EDoD) will be responsible for all programs related to individual giving at the college, including major gifts, annual giving and planned giving.

In the area major gifts, the EDoD will be responsible for the identification, qualification, cultivation, solicitation, and stewardship of individual prospects capable of making gifts of $50,000 and above. The Director will devise and execute effective solicitation strategies to secure outright gifts as well as deferred gifts from alumni, parents, friends, and corporations. The successful candidate will work closely with the Vice President for Advancement, College deans and faculty, and other Advancement staff to schedule visits and facilitate prospect management processes, including the creation and execution of major and principal gift cultivation and solicitation strategies. Additionally, the Director will maintain regular outreach to the Philadelphians, the recognition society for planned giving donors at the College, while creating strategies to develop new bequests, annuities and trusts for the College. The incumbent will set goals and evaluate results to ensure that established fundraising goals are met and are in line with the needs and mission of the College.

In the area of annual giving, the EDoD will be responsible for devising and executing effective solicitation strategies to maximize comprehensive private gift support from individual donors for the College at all levels. The EDoD will oversee the Director of Annual Giving to provide leadership to the Whittier Fund by formulating and implementing effective goals, strategies, and activities to secure new and increased unrestricted gifts from a variety of constituencies, utilizing personal solicitations and direct mail with an aim toward building alumni participation rates; and integrating the function of the Office of Alumni Programs & Giving more directly with annual giving goals and priorities. The EDoD will attend college related events, as appropriate.

**Position Duties & Responsibilities:**

1. Partner successfully with the Vice President for Advancement to lead in the formulation of effective goals, objectives, strategies, activities, and benchmarks for a comprehensive, campus-wide program to secure major gifts, planned gifts and budget-relieving gifts for the College.

2. Coordinate and develop programming for all giving societies at the College including but not limited to the John Greenleaf Whittier Society (JGWS), Whittier College’s leadership donor group; the Philadelphian Society representing those individuals that have made a provision for the College in their estate plans; and Faithful Friends, donors who have made a gift in two or more consecutive years and represent the constituent group driving participation at the College. In each of these areas responsibilities include, identifying, cultivating, and personally soliciting or coordinating staff and volunteer solicitations of individual prospects.

3. Personally manage a portfolio of 100-125 leadership gift prospects with primary focus being gifts of $50,000 or more. Responsible for the cultivation, solicitation and stewardship of these assigned individuals from various constituencies.

4. Oversee Director of Annual Giving in the design and implementation a comprehensive marketing plan, including use of personal solicitation, online giving, and direct mail to encourage new and increase gifts from a variety of constituencies to the Whittier Fund. Specific programs in this area include but are not limited to Phonathon, Senior Class Gift, Direct Mail, Online Giving, and Reunion Giving programs.
5. Effectively articulate the case for support so that individuals and corporations understand and connect to the vision/mission/goals of Whittier College.

6. Must be able to participate and develop front line fundraising team in all aspects of the gift cycle: (1) to initiate contacts with potential donors; (2) to develop appropriate cultivation strategies for them, including working with volunteers and senior college administrators; (3) to move potential donors in an appropriate and timely fashion toward solicitation and closure; (4) to make personal solicitations when appropriate; (5) to maintain stewardship contacts with donors.

7. Recommend and assist with Advancement programming and travel involving the president, vice president for advancement, other vice presidents, and leadership volunteers.

8. Work with planned giving staff and/or consultants to develop and implement a comprehensive program for planned giving including regular outreach to the Philadelphians. Responsible for maintaining knowledge of planned giving options, opportunities, and applicable laws.

9. Responsible for generating reports and tracking results of major gifts, planned giving and annual giving fundraising programs.

10. Implement processes to monitor and track campaign progress, and reports these to various audiences.

11. Plans and monitors the budget assigned to the Development program. Budget resources for best results in fundraising and planning activities involving volunteers, prospects, faculty and administration.

12. Must be able to travel around the region and to other areas of the country, and internationally as necessary.

13. Supervise, provide leadership and set staff accountable goals for a Director of Major Gifts, Director of Annual Giving, Director of Prospect Research and Management, Associate Director(s) of Development, Stewardship Coordinator, and other support staff.

14. Related duties as assigned.

**Position Specifications & Requirements:**

**Previous Experience:** The candidate should have a rich development background (minimum 7+ years), preferably in higher education, with a proven record of success in fundraising experience in major gifts, annual giving and planned giving. Must be a highly energetic and determined professional with a track record of building successful relationships and meeting established goals and objectives. In certain circumstances, individuals with executive experience in marketing, sales and business development will be considered. A track record of building performing organizations, developing successful teams, and managing for success is a must.

**Knowledge and Education:** The candidate must possess exceptional organizational skills, strong written and oral communication skills, effective interpersonal skills, keen attention to detail, proven negotiation and mediation skills, and a creative and positive attitude toward the advancement of Whittier College. Requires ability to handle multiple assignments with minimum supervision while meeting strict deadlines. Must be able to initiate, analyze, monitor, evaluate and advance strategic
advancement plans. Should have fundraising success working during a comprehensive campaign at a private liberal arts college. A Bachelor’s degree is required, a Master’s degree preferred.

**Position Status:** Full-Time  
**Exempt/Non-Exempt Status:** Exempt  
**Salary Range:** $117,000.00 - $125,000.00. Salary will commensurate with experience, skills and knowledge.

**Application:**  
To be considered for this position, please submit your cover letter, resume and salary history to: [whittierjobs@whittier.edu](mailto:whittierjobs@whittier.edu) or mail to Whittier College, Attn: Human Resources Manager, 13406 E Philadelphia Street Whittier, CA 90608. AA/EOE.