

The Westmont Hilltop Education Foundation (WHEF) is seeking a proven fundraising professional who believes in the mission and tradition of the Westmont Hilltop School District. The Director of Development serves as the ambassador for the WHEF and has strong ties to the school community. The WHEF supports the Westmont Hilltop School District (WHSD), serving 1,500 students in the residential communities of Southmont Borough, Upper Yoder Twp., and Westmont Borough.

The Director manages the daily operation of the Westmont Hilltop Education Foundation and assumes leadership in administrative and program support for the Board of Directors. The Director plans and implements public relations and special events to promote the mission and vision of the WHEF in the community. The Director is the point of contact for all Foundation programs and fundraising activities and is visible in the school district and community. The position includes fund development, information management, project management, financial administration, program implementation and fiscal reporting. This is a part to full-time salaried position with flexible hours and some opportunity for remote work.

Essential Duties:

- Manages the identification, cultivation, stewardship, and solicitation of a portfolio of alumni, friends, donors, governmental agencies, and prospects of the school district and school district affiliate organizations.
- Participates in all aspects of the gift cycle:
 - Initiates contacts with potential mid-level (\$1,000 plus) and major gifts (\$10,000 plus) donors.
 - Develop appropriate cultivation strategies.
 - Moves potential donors in an appropriate and timely fashion toward solicitation and closure.
 - Makes solicitations when appropriate and involves other members of the school district community to maximize philanthropic opportunities.
 - Maintains stewardship contacts with donors.
- Understanding of development principles with comprehensive campaign fundraising, major gifts, and blended gifts is strongly preferred.
- Will assist the foundation board members with engaging potential donors at the calendar and fiscal year-end as well as assisting with other solicitations.
- Works collaboratively with and in support of advancement staff and other community and school district representatives to cultivate and solicit donors for school district and community priorities.
- Monitors and tracks all prospect contacts to ensure positive and purposeful prospect and donor relations and maintains information in the database.
- Conducts donor research to discover new prospects for philanthropic support.
- Cultivates relationships with governmental agencies to actively seek state and federal grant opportunities.
- Attends school district and school district affiliate organizations campaign-related events, alumni events, awareness events, and other appropriate school district-sponsored events to engage alumni and prospective donors as part of the identification and cultivation process.
- All other duties as assigned. Must be available by phone and email outside of typical business hours. Must be available to travel when necessary.

Qualifications

- Bachelor's Degree required.
- Minimum of 1 year of demonstrated leadership in advancement, including development/fundraising, alumni affairs, and/or other related areas.
- Experience with database programs (i.e. Bloomerang) and an understanding of how to conduct donor research are preferred.
- Excellent listening, verbal, and written skills are required.
- Ability to present a positive, energetic image to diverse internal and external constituents.
- Outstanding personal management, planning, and organizational skills to work collaboratively with the foundation board in a results-based environment.
- Ability to self-manage time, priorities, and projects.
- Warm, professional interpersonal skills with the ability to work effectively with a range of staff, faculty, volunteers, alumni, current and prospective donors, and the general public.
- A positive, achievement-oriented attitude, entrepreneurial mentality, and proactive work ethic.
- The ability to maintain the highest level of discretion and confidentiality with sensitive donor information.
- Able to handle multiple tasks in a fast-paced environment.
- An understanding of the school district's priorities and objectives and the ability to identify external opportunities.
- A valid driver's license is required or reliable transportation to travel on behalf of the school district.

Interested applicants should submit a cover letter, resume, clearances, and supporting documents to:

Westmont Hilltop Education Foundation
% Westmont Hilltop School District
222 Fair Oaks Drive
Johnstown, PA 15905