



Job Title: Director of the West Virginia State University Economic Development Center
Department/Office: Extension
Reports to: CVED Program Leader
FLSA Status: Exempt

Summary

The Director of the WVSU Economic Development Center (EDC) is responsible for providing leadership and strategic direction for the center and its programs located on the West Side of Charleston, WV. WVSU EDC was designed to support creative entrepreneurs and is a resource to the community, providing business incubation services and co-working space for tenants. The Director will envision, develop and implement a robust portfolio of programs and partnerships to support the EDC's mission. This position is employed by the West Virginia State University Research and Development Corporation.

Duties and Responsibilities include the following. Other duties may be assigned. Oversee the day to day operation of the EDC, including marketing the facility, recruiting potential tenants, getting approval for tenants, and recruitment of experts to design and lead business development workshops.

- Provide overall leadership and day-to-day operational oversight of the WVSU Economic Development Center (EDC).
- Develop and implement operational systems, policies, and infrastructure to maintain a high-performing, industry-leading business incubator environment.
- Conduct comprehensive facility inspections (interior and exterior), including roof inspections, mechanical room checks, HVAC monitoring, plumbing assessments, and general structural review.
- Perform light maintenance and minor repairs as appropriate (e.g., replacing lighting, routine troubleshooting).
- Identify maintenance needs and coordinate with University facilities, custodial services, and public safety to ensure timely resolution of issues.
- Lead recruitment, vetting, and onboarding of tenants (clients), including securing necessary approvals.
- Market the facility and incubator programs to attract creative entrepreneurs, small businesses, and community partners.

- Conduct annual EDC assessments to evaluate effectiveness and identify opportunities for improvement.
- Serve as the public-facing representative of the WVSU EDC, delivering presentations, networking with stakeholders, and collaborating with the University's communications team to enhance media visibility.
- Cultivate and manage partnerships with community stakeholders, economic development organizations, local businesses, and regional leaders to advance entrepreneurial ecosystems.
- Collaborate with WVSU Extension personnel and local, state, and federal agencies to expand program resources and impact.
- Oversee development and management of EDC budgets, including monitoring expenditures and ensuring compliance.
- Maintain accurate financial records and ensure timely submission of required fiscal reports.
- Ensure collection and maintenance of required demographic and civil rights compliance data.
- Other duties as assigned.

Required and Desired Skills and Traits

Demonstrated ability to cultivate, build and maintain strong working relationships with start-ups, entrepreneurs, mentors, universities, industry experts, associations, chamber of commerce and industries, state and local governments.

- Outstanding customer service skills and ability to represent West Virginia State University professionally.
- Basic computer skills including MS Office suite (Word, Excel, Power Point, etc.) ● Ability to cope with changing priorities and work effectively under deadlines. ● Ability to lead staff in an effective and positive manner; ability to foster collaborative and cooperative work environment.
- Be capable of articulating complex institutional viewpoints, goals and needs. ● Demonstrated understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, and disability orientation of all internal WVSU stakeholders and potential external WVSU audiences.
- Excellent written and verbal communications skills, and effective and influential presentation skills.
- Grow the brand equity of the EDC
- Strong organizational and time management skills with a demonstrated ability to handle, prioritize, coordinate and complete competing tasks within deadlines through strategic planning required.
- Ability to think critically and act strategically.
- Excellent negotiation and facilitation skills with high personal integrity and ethics.
- Results oriented professional who thrives in a fast-paced environment and adapts easily

to change.

- Willing to work outside normal business hours and days.
- Ability and willingness to travel both locally and domestically.
- Must be able to pass pre-employment background investigations.

Supervisory Responsibilities

This position will supervise all staff employed at the EDC. Staff may be expanded in the future

Competency

1. Technical Capacity.
2. Personal Effectiveness/Credibility.
3. Thoroughness.
4. Collaboration Skills.
5. Communication Proficiency: Oral and written.
6. Flexibility.
7. Extensive software skills are required, as well as Internet research abilities.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

While performing the duties of this job, the employee is regularly required to sit; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee is frequently required to stand and walk. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include ability to adjust focus.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Position Type and Expected Hours of Work

Days and hours of work are Monday through Friday, 8:30 a.m. to 5 p.m. summer schedule is Monday through Friday, 8 a.m. to 4 p.m. However, due to the nature of the job performed, flexible hours, including evenings, weekends and occasional overnights, may be required.

Travel

Some travel in Kanawha and surrounding counties can be expected.

Required Education and Experience

Bachelor's degree required in business, public administration, economics, accounting, engineering, technology, entrepreneurial studies, marketing or related field. Master's degree preferred.

- At least 4 years' demonstrated experience working in facilities management, operations and/or maintenance, community outreach, and staff supervision.

Additional Eligibility Qualifications

Valid WV driver's license in good standing required.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Work Authorization/Security Clearance

This position is designated as security sensitive. Before an offer of employment is made, a pre-employment background investigation will be completed, which may include a criminal background check, educational, DMV and prior employment.

This position will remain open until it is filled. However, first consideration will be given to applicants who reply by March 20, 2026.

To Apply

Preferred: Information accepted as emailed in a Microsoft Word or PDF format to rdemployment@wvstateu.edu. Qualified candidates must submit a cover letter, resumé, unofficial transcript and contact information for three professional references (name, title, address, phone number, and email address).

Hard copy applications may be sent to:

ATTN: Search Committee for Director of the WVSU EDC
West Virginia State University Research and Development Corporation
PO Box 1000,
201 ACEOP Admin. Bldg.
Institute, WV 25112

AAP/EEO Statement

West Virginia State University is an equal opportunity affirmative action institution. No person shall be denied admission to educational program, activities or employment on the basis of any legally protected status, or be subjected to prohibited discrimination involving, but not limited to, such factors as race, color, creed, religion, national or ethnic origin, marital status, citizenship, sex, sexual orientation, gender identity or expression, age, disability, or protected veteran status. Upon request, reasonable accommodation will be made to provide this content into an alternate accessible format. Please contact Carla Boggess at (304) 766-4278 or

carla.boggess@wvstateu.edu.

Concerns and complaints related to bias or equal opportunity in education and in employment based on aspects of diversity protected under federal, state, and local law, or arising under Title IX should be directed to: Carolyn Stuart, EEO Officer, at (304) 204-4018.

Women, minorities, people with disabilities and veterans are encouraged to apply.