Institute, West Virginia

Job Title: Director, West Virginia State University Center for Healthy Grandfamilies

Department/Office: Extension
Reports to: Associate Dean for Extension
FLSA Status: Exempt

Summary

The Director of the West Virginia State University (WVSU) Center for Healthy Grandfamilies provides strategic leadership and administrative oversight for the Healthy Grandfamilies Program, an evidence-based initiative supporting grandparents and other relative caregivers raising children.

The Director is responsible for the overall leadership, strategic planning, fiscal management, personnel management, applied research, program evaluation, grant development and administration, partnership development, and statewide program expansion of the Center. The Director develops the Center's strategic direction, oversees program implementation, manages financial and human resources, and ensures compliance with university, WVSU Research and Development Corporation, sponsor, and federal grant requirements.

Working collaboratively with the WVSU Department of Social Work and WVSU Extension, the Director ensures the long-term sustainability, quality, and growth of the Healthy Grandfamilies Program while advancing its mission to improve the health and well-being of grandfamilies throughout West Virginia.

The position is employed by West Virginia State University Research & Development Corporation.

Essential Functions

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The Director serves as the administrative leader of the WVSU Center for Healthy Grandfamilies and is responsible for advancing the Center's mission through effective leadership, sound fiscal management, strategic planning, collaborative partnerships, and high-quality educational programming. The Director is expected to maintain the highest standards of professionalism, innovation, accountability, and public service while advancing the mission of West Virginia State University Extension.

- **Strategic Leadership**

- **Fiscal and Strategic Management**
- **Program Administration**
- **Research, Evaluation, and Data Management**
- **Grants and Resource Development**
- **Program Expansion**
- **Partnerships and External Relations**
- **Personnel Management**
- **Communications and Outreach**
- **Other Duties as assigned**

Specific Duties and Responsibilities:

Strategic Leadership

- Provide overall leadership, vision, and strategic direction for the WVSU Center for Healthy Grandfamilies.
- Develop and implement short- and long-term strategic plans that support continued program growth and sustainability.
- Establish annual goals, objectives, and performance measures for the Center. • Ensure program quality and fidelity as the Healthy Grandfamilies model is implemented throughout West Virginia.
- Identify emerging needs affecting grandfamilies and develop innovative educational and support initiatives.

Fiscal and Strategic Management

- Develop and administer the Center's annual operating budget.
- Manage program budgets and ensure expenditures comply with university, sponsor, and federal regulations.
- Establish funding priorities that align with the Center's strategic plan.
- Monitor fiscal performance and prepare financial and programmatic reports. • Develop long-range sustainability plans for the Center through strategic resource development and grant funding.
- Recommend staffing plans, resource allocation, and organizational priorities to support continued program growth.

Program Administration

- Direct all Center operations, including planning, implementation, budgeting, and program oversight.
- Ensure compliance with university, WVSU Research and Development Corporation, sponsor, state and federal funding requirements.
- Develop policies, procedures, and operational standards that support program quality and continuous improvement.
- Monitor program performance using data-driven decision-making.

Research, Evaluation, and Data Management

- Lead the Center's applied research agenda.
- Develop and oversee comprehensive program evaluation plans.
- Ensure the collection, management, analysis, and reporting of program outcomes. • Collaborate with faculty to promote interdisciplinary research opportunities. • Utilize evaluation findings to improve programming and demonstrate program impact.

Grants and Resource Development

- Identify external funding opportunities that support program sustainability and growth. • Lead the preparation and submission of competitive grant proposals. • Manage awarded grants, including programmatic implementation, reporting, and compliance with sponsor requirements.
- Develop partnerships with public agencies, nonprofit organizations, foundations, and other stakeholders to enhance program resources.

Program Expansion

- Coordinate statewide implementation of the Healthy Grandfamilies Program. • Develop implementation resources and training materials.
- Provide technical assistance to community partners implementing the Healthy Grandfamilies model.

Partnerships and External Relations

- Establish and maintain collaborative relationships with local, state, and regional organizations.
- Serve as the primary spokesperson for the Center with stakeholders, funding agencies, and the media.
- Represent WVSU Extension at professional meetings, conferences, and public

engagements.

- Promote interdisciplinary collaboration across the University in support of the Healthy Grandfamilies program mission
- Conduct activities to foster a positive public image of West Virginia State University, West Virginia State University Extension, and WVSU Research and Development Corporation

Personnel Management

- Provide direct supervision, leadership, mentoring, and professional development for Healthy Grandfamilies Extension Educators, administrative staff, graduate assistants, student employees, and other assigned personnel.
- Establish annual work plans and performance expectations.
- Conduct performance evaluations and provide coaching to support employee success. • Recommend hiring, promotion, disciplinary actions, and personnel assignments consistent with WVSU Research and Development Corporation policies. • Foster a collaborative, high-performing team culture focused on excellence in public service.

Communications and Outreach

- Develop strategies that increase awareness of the Healthy Grandfamilies Program. • Oversee dissemination of educational materials, publications, reports, website content, and social media.
- Present program outcomes at state, regional, and national conferences. • Prepare annual reports and communicate program impacts to stakeholders and funding agencies.

Other Duties

- Perform other duties as assigned in support of the mission of WVSU Extension.

Required and Desired Skills and Traits
Successful candidates will demonstrate:

- Strategic leadership and organizational management.
- Grant writing, grant management, and resource development.
- Budget planning, fiscal oversight, and financial stewardship.
- Program evaluation and data-driven decision-making.
- Personnel supervision and team development.

• Public speaking and stakeholder engagement.

• Strong project management and organizational skills.

• Ability to build collaborative partnerships across multiple sectors.

• Ability to work independently while managing multiple priorities and deadlines.

Supervisory Responsibilities

Position currently has direct supervisory responsibility of three team members. **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 accommodations 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.

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, sit and talk or hear. The employee is required to stand, walk and reach with hands and arms. The employee may be required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds.

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

Frequent travel throughout West Virginia is required. Occasional regional and national travel is

expected for professional development, training, conferences, and partnership meetings.

Minimum Required Education and Experience

• Master's degree in social work (MSW) from an accredited institution. • Current social work licensure or eligibility for licensure in West Virginia. • Demonstrated progressively responsible experience in program administration, social services, Extension, public health, or a closely related field.
• Demonstrated supervisory and leadership experience.
• Demonstrated experience developing competitive grant proposals and managing externally funded grants, including program implementation, reporting, and compliance. • Experience managing budgets and fiscal resources.
• Experience developing collaborative partnerships with community organizations and governmental agencies.
• Excellent written, verbal, interpersonal, and organizational skills.

Preferred Qualifications

• Doctoral degree in Social Work, Public Health, Human Development, Education, or a related field.
• Experience conducting applied research and program evaluation.
• Experience managing multi-county or statewide educational programs. • Experience working with grandparents raising grandchildren, kinship care, or family support programs.

Additional Eligibility Qualifications
Must have valid WV driver's license in good standing.

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. After an offer of employment is made, an 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 **November 13, 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, West Virginia State University Center for Healthy Grandfamilies**
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 programs, 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.
West Virginia State University is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities. To request disability accommodation contact: Michael Casey or email: ada@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: carloyn.stuart@wvstateu.edu
Women, minorities, people with disabilities and veterans are encouraged to apply.