



WEST VIRGINIA STATE UNIVERSITY

Executive Director of Development University Advancement

West Virginia State University:

West Virginia State University (WVSU) is a public-land grant institution, which was founded in 1891 as a Historically Black College and University (HBCU), and has evolved into a fully accessible, diverse, and multi-generational institution serving approximately 3,500 students. The University is a community of students, staff, and faculty committed to innovative teaching and learning, research and service that offers 23 undergraduate and seven graduate degrees through its four colleges and competes in athletics at the NCAA Division II level in five men's sports and six women's sports. WVSU is located in Institute, WV, a suburb of Charleston, the largest city and the capital of West Virginia. With more than 300,000 people living in the metropolitan area, it is an active, exciting and engaging community, boasting cultural and historical events, music, festivals and entertainment.

Position Description

West Virginia State University is seeking an Executive Director of Development. This is a full-time, at-will, exempt, benefits-eligible position. The Executive Director will serve as part of an integrated Advancement team dedicated to supporting West Virginia State University's mission by engaging alumni, friends, and organizations in active support of the University.

The Executive Director reports to the Assistant Vice President for University Advancement and is a member of the University Advancement Office. This position requires travel within the local Kanawha Valley area, the state of West Virginia, and nationally, as well as attendance at occasional evening and weekend activities. Candidates of diverse backgrounds are encouraged to apply.

Responsibilities for the Executive Director of Development

- Work closely with the Vice President and Assistant Vice President for University Advancement, and the WVSU Foundation Board of Directors to develop innovative fundraising strategies to support and enhance an effective donor relations program.
- In collaboration with the Vice President and Assistant Vice President, provide leadership for the University's major and planned gifts, working with university leaders (President, Provost, Deans, Vice Presidents and Athletic Director) to secure gifts in support of administrative units and the university as a whole.
- Plan and execute a comprehensive planned giving program, which includes content creation, marketing outreach, and liaison to program partners.

- Work closely with the Director of Prospect Research & Management to create and execute cultivation, solicitation and stewardship strategies for a personal portfolio of 50 to 75 prospective donors.
- Integral role in planning, strategizing, and executing Advancement events that engage donors and participants.
- Perform other duties as assigned.

Requirements for the Executive Director of Development

- Bachelor’s degree
- Three years or more of progressive fundraising in higher education or non-profit setting, sales, marketing or other related experience.
- Excellent communication skills
- Ability to build relationships
- Proven ability to work independently and simultaneously as part of a team
- A valid driver’s license and commitment to travel and work evenings and weekends as needed.
- Employment contingent upon successful completion of a criminal background check.

Salary Statement

Salary will be commensurate with experience.

To Apply:

This position will remain open until filled. However, first consideration will be given to applicants who submit a resume, cover letter, academic transcripts, and the names and email addresses or phone numbers of three professional references by January 17, 2025. All requested information must be submitted for your application to be considered.

Please submit application materials via email to jobs@wvstateu.edu or mail to:

West Virginia State University
 Department of Human Resources
 P. O. Box 1000, 324 Ferrell Hall
 Institute, WV 25112

West Virginia State University conducts criminal background checks on all job candidates upon acceptance of a contingent offer. Any offer of employment is contingent upon the satisfactory completion of a background check.

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 in employment, its services, programs, and activities. To request reasonable accommodation to participate in the job application or interview process, contact, please contact the Disability and Accessibility Resources unit at (304)766-3083 or ada@wvstateu.edu.