



WEST VIRGINIA STATE UNIVERSITY

Director of Prospect Development and Donor Relations University Advancement

West Virginia State University

Founded in 1891, West Virginia State University (WVSU) is a public-land grant institution, which was originally founded as a historically black university, but which has evolved into a fully accessible, diverse, and multi-generational institution serving approximately 2,600 students. WVSU offers 23 undergraduate and 6 graduate degrees, along with one doctoral degree. WVSU competes in athletics at the NCAA Division II level in 7 men's sports and 8 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 200,000 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 a quality-oriented candidate for the position of Director of Prospect Development and Donor Relations. This is a full-time, at-will, non-essential, exempt, benefits-eligible position. The Director will serve as part of an integrated Advancement team dedicated to supporting West Virginia State University's mission by conducting in-depth research to identify individuals, corporations, and foundations and developing a comprehensive donor relations and stewardship program.

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

Responsibilities for the Director of Prospect Development and Donor Relations

60% — Prospect Development, research, and portfolio management

- Manage prospect research requests from the President and University Advancement leadership; produce comprehensive profiles as applicable
- Proactively analyze the prospect pipeline to identify new opportunities, surface unassigned prospects, support qualification and disqualification decisions, and recommend portfolio assignments
- Serve as a strategic partner to the University Advancement leadership team on matters related to portfolio development and management, information gathering, peer screenings, and proposal management
- Facilitate regular Moves Management meetings with frontline fundraisers to support portfolio optimization, prospect strategy, and solicitation planning

- Assist in evaluation of new research products and vendors; explore new database opportunities and attend training sessions
- Engage in professional development opportunities as identified and approved for advancing the role and institution
- Develop and maintain systems and practices that ensure comprehensive, accurate donor and prospect records; preserve institutional knowledge of donor relationships, prospect history, and engagement; and support relationship continuity and informed cultivation, solicitation, and stewardship strategies

30% — Donor relations and stewardship

- Promote and exercise teamwork and collaboration when working with donors, volunteer groups and coworkers
- In collaboration with University Advancement leadership and the WVSU Foundation Board of Directors, develop and execute an innovative, impactful donor relations and stewardship program, including collateral development (appeals, impact reports, acknowledgments, and other communications)
- Partner with frontline fundraisers to develop cultivation, solicitation, and stewardship strategies for priority prospects and donors, providing research and relationship intelligence throughout the donor lifecycle
- Play an integral role in planning, strategizing, and executing University Advancement donor engagement events
- Nurture relationships with alumni and friends and encourage their active engagement with and support of West Virginia State University; through special events, contact with volunteers, and research, identify and work with those who have the capacity to make significant gifts

10% — Other duties and professional development

- Perform other duties as assigned

Requirements for the Director of Prospect Development and Donor Relations

- Bachelor's degree
- At least five years of progressively responsible experience in advancement, development, prospect research, donor relations, stewardship, nonprofit fundraising, or a related field; an equivalent combination of education and relevant experience may be considered
- Excellent communication skills
- Ability to build relationships
- Proven ability to work independently and simultaneously as part of a team
- High degree of professionalism, ethical sensitivity, confidentiality, and discretion; proven ability to apply good judgment and responsible decision-making
- Demonstrated analytical ability to synthesize complex information into actionable recommendations
- 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

Preferred Qualifications

- Experience working in higher education
- Experience in maintaining relationships with donors and prospects
- Experience in creative, strategic-thinking, and communication abilities
- Experience with a capital campaign

- Evidence of community engagement and service
- Experience working with and serving diverse populations

Salary Statement

Salary will be commensurate with experience.

Benefits of Full-Time Employment

West Virginia State University offers a comprehensive benefits package designed to support the health, financial security, and work-life balance of its employees. Benefits include employer-sponsored health insurance through PEIA with prescription coverage, access to wellness programs, and the option to enroll in dental, vision, hearing, and other supplemental insurance plans. Employees may also participate in health savings accounts and flexible spending accounts.

The university provides employer-paid basic life insurance and offers optional additional coverage. Retirement benefits are provided through the TIAA retirement plan with a **6% employer match for employees contributing 6% of their salary.**

Full-time employees accrue **two days of annual leave and one and a half days of sick leave per month**, along with eligibility for family medical leave, military leave, workers' compensation, and unemployment coverage. Additional benefits include educational assistance opportunities, access to the university's Employee Assistance Program, and other university amenities.

To Apply:

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 November 30, 2026. The position will remain open until filled. 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 employer committed to providing access, equal opportunity, and reasonable accommodation in employment and in its services, programs, and activities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, protected veteran status, or disability. Individuals who require reasonable accommodation to participate in the job application or interview process should contact the Disability and Accessibility Resources unit at 304-766-3083 or ada@wvstateu.edu.