



WEST VIRGINIA STATE UNIVERSITY

Director of Donor Relations 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 eight men's sports and nine 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 a Director of Donor Relations. This is a full-time, at-will, 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 developing a comprehensive donor relations and stewardship program.

The Director reports to the Assistant Vice President 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 background are encouraged to apply.

Responsibilities for the Director of Donor Relations

- Work closely with the Vice President and Assistant Vice President for University Advancement, and the WVSU Foundation Board of Directors to develop a comprehensive donor relations and stewardship program.
- In collaboration with the Vice President and Assistant Vice President, ensure that fundraising materials are innovative, effective, and high quality.
- Create and execute cultivation, solicitation and stewardship strategies for a personal portfolio of 10 to 20 prospective donors.

- Writes, edits, and finalizes donor relations materials including reports, acknowledgement letters, and other stewardship communications.
- Integral role in planning, strategizing, and executing Advancement events that engage donors and participants.
- Assist in leading Capital Campaign communication with Campaign Executive Committee and constituents.
- Nurture relationships with alumni and friends and encourage their active engagement with and support of West Virginia State University. Through personal visits, special events, contact with volunteers, and research, identify and work with those who have the capacity to make significant gifts.
- Perform other duties as assigned.

Required Qualifications

- Bachelor's degree
- Three years or more of related experience. Candidates with donor relations, stewardship, event management, and writing experience will be given strong preference.
- 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.

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.

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 **July 12, 2024**. 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 3040766-3083 or ada@wvstateu.edu.