

Assistant Director of Development - Dean's Office, Eberly College of Arts & Sciences, West Virginia University

Job Number 16502

The Dean's Office within Eberly College of Arts and Sciences is seeking applications for an Assistant Director of Development. This Assistant Director of Development position at the Eberly College of Arts & Sciences will focus on generating gifts of \$50,000 and below, through annual fund and leadership annual gift work, which build and support the pipeline to major gift success. This will include: direction of an annual fund campaign; solicitation of prospects for annual gifts and leadership annual gifts.

In order to be successful in this position, the ideal candidate will:

- Develop and implement strategies to make contacts and to set visits for leadership annual gifts (typically \$5,000 - \$50,000). Contacts include alumni and/spouses, friends, patrons, corporate contacts, stakeholders, faculty and retired faculty and staff.
- Plan, schedule and complete travel, including overnight, to make contact with prospects and donors in completion of portfolio management. The majority of travel is in West Virginia and surrounding region, with some national travel.
- Manage a portfolio of approximately 100-125 leadership annual gift prospects (currently defined as \$5,000-\$50,000), as defined by working with the WVU Foundation, from initial qualification, cultivation, proposal development, solicitation and through stewardship. Develop concept papers by working with staff and faculty and college administration.
- Comply with all WVU Foundation reporting and accountability standards, including documenting contacts in the Foundation's database.
- Initiate and Facilitate collegial relationships and open communication with other Foundation and University development staff, and other University constituents in advancing the mission of the Eberly College of Arts & Sciences.
- Plan, execute, and/or staff prospect cultivation, hospitality, donor stewardship and recognition programs, and other special events as assigned.
- Coordinate with WVU Foundation staff to represent the Eberly College of Arts & Sciences on annual giving direct mail, phone, electronic and digital solicitations.
- Develop and maintain a comprehensive knowledge of the components of the Eberly College, including current priorities assuring effective representation of all aspects of the College and its opportunities and needs for private support.
- Continue to advance personal knowledge/education regarding best and aspirational practices pertaining to university development, development tactics, effective and efficient communication, persuasion, and sales tactics.
- Complete other duties as may be assigned from time-to-time by the College's Dean or Assistant Dean for Development.

Qualifications

- Bachelor's Degree in an arts & sciences degree preferred.
- Two (2) years of professional experience in fundraising with preference for background in higher education or related non-profit organization work, alumni relations, public relations, marketing, or closely related field.
 - A master's degree in nonprofit management or closely related subject may be substituted for the two years of qualifications and experience.
- Strong working knowledge of fundraising principles and strategies with an understanding of donor/constituent database systems.

- Passion and enthusiasm for the university and the mission of the foundation.
- Excellent oral and written communication skills.
- Excellent interpersonal skills to interact with potential donors, Foundation executives, University administrators, faculty and staff.
- Ability to translate relationship building beyond individuals to building relationships with corporations and private foundations.
- Ability to prioritize and organize complex projects, plans, and calendar visits to deliver results.
- High degree of attention to detail and accuracy.
- Ability to manage highly confidential information.
- Proficient skills in Microsoft Office.
- Results-oriented, quality-driven and team oriented.

Requirements

- Valid Driver's License.
- Sedentary position researching, typing, computer desk work on a day to day basis.
- Travel via car and plane weekly.
- Must be able to lift around 35 pounds per event.

About WVU

At West Virginia University, we leverage our talents and resources to create a better future for our state and the world. As West Virginia's land-grant university, WVU has three campuses that touch each corner of the state. The WVU System includes 518 buildings on 15,880 acres, Extension Service offices in all 55 counties, ten experimental farms and four forests.

From the groundbreaking R1 research of our flagship campus in Morgantown to the career-oriented programs of WVU Potomac State in Keyser to the technology-intensive programs at WVU Tech in Beckley — the contributions of WVU employees directly impact the 1.8 million people of West Virginia every day, no matter their role or position.

Service, curiosity, respect, accountability, and appreciation are the core values that unite Mountaineers, inspiring one another to work tirelessly and support others as they seek to reach new heights. After all, when you're a Mountaineer, impossible is just another mountain to climb.

To learn more about West Virginia University, visit go.wvu.edu. View current career opportunities at careers.wvu.edu.

West Virginia University is proud to be an Equal Opportunity employer and is the recipient of an NSF ADVANCE award for gender equity. The University values diversity among its faculty, staff, and students, and invites applications from all qualified applicants regardless of race, ethnicity, color, religion, gender identity, sexual orientation, age, nationality, genetics, disability, or Veteran status.