Non-Classified/FEAP FORM

DUTIES AND RESPONSIBILITIES

List and completely explain the current duties and responsibilities of the position. Consider work performance over a 12-month period. Employees must use their own words to describe duties and responsibilities.

Duties and Responsibilities

The Director of Development, reporting to the Associate Provost for Extension and Public Services, is responsible for planning, organizing, implementing, coordinating, and managing a comprehensive development, fundraising, and stewardship program for the WVU Extension Service (WVU-ES). Specific duties include:

- Undertake an aggressive program to identify, review and qualify major gift prospects for the WVU Extension Service.
- Coordinate all major gift efforts with WVU Extension and WVU Foundation personnel.
- Develop and maintain a comprehensive knowledge of the WVU-ES, including its mission and history, and current priorities to assure effective representation of all aspects of WVU-ES and its opportunities and needs for private support.
- Develop and implement quantifiable work performance and revenue goals for the different aspects of the annual fund campaign.
- Maintain adequate records and provide timely reports to the Associate Provost for Extension and Public Service.
- Manage and coordinate the annual giving program for WVU-ES, including participation in the Foundation's Mountaineer Line, Mountaineer Mark, and Campus Campaign programs, and other opportunities as may develop.
- Coordinate direct mail projects for solicitation and stewardship, including developing the mailing lists using WVU Foundation or WVU-ES information, and interacting with WVU-ES communications staff, the WVU Foundation's University fund staff, mail vendors, and the United States Postal Service, as appropriate.
- Develop and implement in cooperation with the WVU Foundation (WVU-F), a comprehensive fundraising plan to address critical state, local, and organizational needs consistent with the mission of the WVU Extension Service.
- Supervise WVU-ES Development Office staff, including annual, monthly, and other goals for staff as appropriate; conduct performance evaluations, problem resolutions, and documenting information.
- Oversee the planning and implementation of fundraising activities and events.
- Plan, schedule and complete frequent travel, including overnight stays, to make contact with prospects and donors for stewardship and cultivation.
- Cultivate gift-giving through a consistent program of personal contact, correspondence, and publications as well as making and orchestrating personal visits involving appropriate administrators, faculty, volunteers, and other relevant individuals.
- Develop a program to identify potential donors and to match potential donors with program needs.
- Work with WVU Extension county agents and volunteers throughout the state to raise funds for their specific/special local needs.
- Develop and maintain a gift-giving and stewardship program among key Extension alumni and retiree groups and individuals.
- Plan and execute donor recognition program, and other special events as needed.
- Develop and deliver training programs and presentations for faculty, staff, and volunteers to support WVU Extension, state, and local fundraising efforts.
- Initiate and facilitate collegiate relationships and open communication with other Foundation and University development staff, and other University constituents in furthering the mission of the WVU Extension Service.
- Serve as an ex officio member of advisory committees related to development and supporting the work of these groups.
- Establish and maintain working relationships with members of the WVU Foundation and University staffs and assuring compliance with all appropriate laws and Foundation/University policies.
- Maintain personal contact with potential donors, recruiting and utilizing volunteers, and supervising development support staff.

QUALIFICATIONS

Education/Knowledge

1. List the level and type of **minimum** education required to qualify for this position **not** for the incumbent.

   Bachelor's degree and three years progressive experience in development with a development history of successful

major gift solicitations. Preference will be given to candidates with greater experience in development at a comprehensive university; background experience in 4-H programming; a master's degree preferred.

2. What licenses or certification(s) (e.g. electrician's license) if any, are **required** for the position? Specifically state the reason for this licensor requirement (supervisor's preference, state or federal law, etc.).

   - Valid driver's license for independent statewide and national travel.

3. What specific skills are **required** in order to carry out the duties of the position?

   - Knowledge of and/or appreciation for the workings of the WVU Extension Service;
   - Demonstrated knowledge of Microsoft Office software (Excel, PowerPoint, Word);
   - Demonstrated knowledge of fundraising/development activities;

   - Demonstrated excellent communication skills, written/verbal, using the English language;
   - Demonstrated excellent interpersonal skills;
   - Excellent organizational skills required to coordinate and organize a variety of complex projects;

   - Demonstrated ability to obtain and maintain major gift commitments;
   - Demonstrated persuasive ability to effectively make 'an ask' of prospective donors;
   - Demonstrated ability to work with diverse constituencies;
   - Demonstrated ability to work independently as well as part of a team;
   - Ability and willingness to independently travel and work weekends and evenings are essential;

Experience

In addition to the knowledge/education, please describe the type and **least** amount of **prior directly related** work experience typically required, if any, for a person coming into this position. Experience listed here is considered as concurrent not cumulative.

Type of Experience Needed	Amount of Experienced Needed (Months/Years)
▪ Fund-raising and donor solicitation experience;	▪ 3-5 years
▪ Successful history of securing gifts and donations;	▪ "
▪ Event management;	▪ "
▪ Volunteer training.	▪ "

If you meet the stated requirements and would like to be considered for the position, all of the following information must be received by the screening date of April 16, 2012:

- A cover letter indicating the position that you are applying for and outlining experience and qualifications
- Resume or curriculum vitae of academic training and professional experience of all academic work using the suggested format that could include the following information:
  - Date(s) of employment
  - Supervisor(s) names
  - Contact information; A list of three references (including address, e-mail, phone, and fax numbers) who can reflect on your professional strengths.
- All application material must be in electronic submissions in Word format by closing date or the individual will not be considered for the position.
- Transcripts: unofficial undergraduate and graduate (unofficial copies will be accepted. No fax accepted. Hard copies by mail or electronic only.).

Send to EHRRecruitment@mail.wvu.edu . **NOTE**: All application material must be received by screening date or you will not be considered for the position.