

## JOB ANNOUNCEMENT



EASTERN WEST VIRGINIA COMMUNITY & TECHNICAL COLLEGE,  
a public, state supported comprehensive institution, serving the six county district  
(Grant, Hampshire, Hardy, Mineral, Pendleton, and Tucker) in the Potomac Highlands.

### Dean of Advancement and Innovation

**Position:** Full Time 12 Month Non-Classified Administrator, Benefits eligible

**Location:** Moorefield Headquarters

**Overview:** The Dean of Advancement and Innovation provides thoughtful insight and lead strategy formulation for fundraising and grant writing that results in the College, Eastern West Virginia Community and Technical College Foundation and Workforce Opportunity Regional Center and Services being positioned to secure progressively higher levels of philanthropic and grant resources for the successfully accomplishment of College strategic priorities to support student success and community advancement. The Dean will lead and coordinate strategies aligned with the College's Strategic Plan to support and sustain a culture of innovation.

#### Responsibilities:

- Develop and implement an institutional plan to support College and district community advancement initiatives.
- Provide college-wide support in researching, planning, budgeting, writing/editing and preparing grant applications.
- Assist with ensuring regulatory compliance.
- Supervise and lead the financial, business and education initiatives of the Advancement and Innovation department.
- Communicate a vision of the future and motivate staff towards strategic goals and objectives through shared goal setting and establishment of standards regarding job responsibilities, expectations, goals and performance.
- Supervise the administration of WV Invests grants to eligible Eastern students.
- Represent the College at college and state-wide meetings to comply with WV Invests guidelines.
- Develop and communicate the College case for support of philanthropic funding in support of designated college and student priorities.
- Lead strategy formulation and related operational plans to successfully raise funds through a comprehensive fundraising program for student scholarship programs, professional development activities and other special efforts through the Eastern West Virginia Community and Technical College Foundation, Inc. (Foundation), a private IRS 501(c)3 organization.
- Oversee the College's relationship with the West Virginia Business Development Center.
- Collaborate with Workforce Education and Teaching and Learning on the delivery of credit and non-credit instruction throughout the district
- Develop, along with the Foundation and President, a strategy to directly cultivate and solicit gifts.
- Provide leadership and stewardship of donor and volunteer relationships by creating and implementing stewardship strategies.
- Research sources of funds for individual giving and through gifts from foundation and corporate resources.
- Coordinate the work of the Foundation Board of Trustees and its committees.
- Communicate with the College President, Local Board, executive staff, faculty and staff to identify priorities and initiatives to be enhanced and supported through the Educational Foundation efforts.
- Serve as a valued member of the President's Cabinet and contribute thoughtful leadership to the formulation of institutional strategies that ensure the successful implementation of College mission, vision, values and purposes.
- Perform other duties assigned by the President.
- Serves as the "will and pleasure" of the President.

**Knowledge, Skills and Abilities:**

- Willingness and ability to work with varied ability levels and diverse partners.
- Effective communication skills, both written and verbal.
- Supervisory/managerial skills preferred.
- Time management skills and ability to meet deadlines.
- Strong problem-solving and organizational skills.
- Accuracy and attention to detail.
- Proficient computer skills including the use of databases, Excel, Word, etc.

**Salary Range:** \$58,000-\$62,000, commensurate with experience.

**Minimum Qualifications:** A Bachelor's degree in an appropriate discipline, plus approximately five years of directly related experience in college-level administration or similar experience in a comparable position involving development, fundraising, and public relations is required.

**Closing Date:** Resume review begins immediately. Position is open until filled. Priority consideration will be given to application materials received on or before May 31, 2019.

**Application Process (via email preferred):**

Please submit a letter of interest that addressed your abilities to meet the qualifications and carry out the responsibilities of this position, a current resume, and three (3) professional references (names, addresses, e-mail, and phone numbers) to:

Human Resources Office  
Eastern West Virginia Community & Technical College  
316 Eastern Drive • Moorefield, WV 26836  
Carlos.Gutierrez@easternwv.edu

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