



## JOB DESCRIPTION

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.

### **Director of Non-Profits**

**Position:** Full-Time; 12 months; Non-Classified Administrator; Exempt Status; Benefits Eligible

**Location:** Moorefield Headquarters

**Overview:** The Director is responsible for the coordination and continued development of internal and external stakeholders, fundraising efforts, and grant opportunities to benefit the Eastern Foundation and Eastern Workforce Opportunity Regional Center and Services, Inc. (WORCS). The Director of Non-Profits is responsible for the day-to-day business office administration of Eastern's Foundation and WORCS. The Director facilitates tabulation and provides regular reporting of accounts to leadership such that reports can be provided to the Foundation and WORCS Board. This position reports to the Dean of Community Engagement and Partnerships.

**Salary Range:** \$45,000 - \$50,000; commensurate with experience

### **Responsibilities:**

#### *Development/Oversight*

- Develop and nurture a positive public presence with the external community through volunteer service on committees and boards; participation in community events; and one-on-one/small group interaction with community leaders, citizens, donors and prospects, as appropriate and aligned with non-profit determined initiatives.
- Responsible for leading the Foundation and communicating effectively with the Board of Trustees and WORCS Board by providing, timely and accurate information necessary for the Boards to function properly and make informed decisions
- Formulate strategies and related operational plans to successfully raise funds through a comprehensive fundraising program for student scholarship programs, innovation grants, professional development activities and other special efforts through the President's Office, Eastern's Foundation Inc. and WORCS, which are both private IRS 501(c)3 organizations.
- Collaborate with the President on special initiatives and serve as a valued member of the Dean of Community Engagement and Partnership staff by contributing thoughtful leadership to the formulation of institutional strategies, strategic planning, and ensure the successful implementation of the College's mission, vision, and values.
- Prepare a variety of written reports including letters and other grant-related documents, and communicate effectively with the Public Relations Manager for promotion of non-profit efforts
- Foster a collaborative working environment and culture, encourage professional development and champion accountability

#### *Business Office Support*

- Provide WORCS and Foundation day-to-day business office support
- Oversee and tabulate account balances for WORCS and Foundation for monthly review by the Chief Financial Officer and provide accurate account balances to team members
- Oversee WORCS and Foundation accounts payable, receivable, and oversee indirect funding resources from generated grant income



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- Assist the Dean of Community Engagement and Partnerships with the development of a WORCS and a Foundation annual budget
- May aid in grant management oversight of deliveries including reporting and fiscal responsibility
- Assist with gathering and summation of WORCS and Foundation survey data from conducted efforts among contractors and staff
- Perform other duties assigned

### **Required Minimum Qualifications:**

*Education* – A Bachelor’s degree in an appropriate discipline such as business, finance, public administration, non-profit management or similar field. Master’s preferred.

*Experience* - Two to three years of directly related experience in college-level nonprofit administration or similar experience in a comparable position involving nonprofit work, business office operations, fundraising, and public relations is required.

*Other Additional Requirements* – Willingness and ability to work with varied ability levels and diverse partners; effective communication skills, both written and verbal; time management skills and ability to meet deadlines; strong problem-solving skills and organizational skills; accuracy and attention to detail; proficient computer skills including the use of databases, Excel, Word, etc. Be proficient in QuickBooks or similar financial management software; able to meet travel demands that may consist of subsequent days while attending professional development and job-related activities; may be required to work more than 40 hours a week at times, including some evening and weekend events.

**Closing Date:** Resume review begins immediately. Search will remain open until the position is filled.

Please submit a letter of interest that addresses your abilities to meet the qualifications and carry out the responsibilities of this position, a current resume, three (3) professional references (names, addresses, e-mail, and phone numbers) and a **completed Eastern application** found at <https://www.easternwv.edu/documents/about-eastern/employment-application> to:

Human Resources Office  
Eastern West Virginia Community & Technical College  
316 Eastern Drive  
Moorefield, WV 26836  
careers@easternwv.edu  
**EQUAL OPPORTUNITY EMPLOYER**