



Job Vacancy Announcement
Director of Advancement

POSITION TITLE: Director of Advancement

JVA#: 2025-21

DEPARTMENT Bluefield State University Foundation, Inc.

POSITION SUMMARY: Reporting to the Executive Director, the successful candidate will be responsible for developing and executing a comprehensive advancement strategy that aligns with the Foundation's long-term goals, including capital campaigns, major gifts, annual giving, planned giving, and corporate/foundation partnerships. This individual must be an experienced leader with a proven track record in fundraising, donor engagement, and alumni relations, as well as the ability to inspire a team and create meaningful partnerships.

POSITION CLASSIFICATION/COMPENSATION: This position is Nonclassified and full-time, carries an Exempt status under the Fair Labor Standards Act, and serves at the will and pleasure of the President. Actual compensation will be commensurate with specific qualifications and experience related to the position. The position is dependent upon available funding.

CORE RESPONSIBILITIES:

Strategic Communications & External Relations

- Work closely with the Office of Communications to enhance the Foundation's brand, visibility, and reputation among donors and stakeholders.
- Oversee the creation of compelling marketing materials, digital content, and targeted outreach strategies for donor communications.
- Serve as a spokesperson for the Foundation's advancement efforts at events, meetings, and community engagements.

Alumni & Donor Engagement

- Strengthen relationships with alumni, donors, and community leaders, enhancing their involvement and contributions to the Foundation.
- Develop innovative engagement programs, networking opportunities, and mentorship initiatives to connect alumni with students and faculty.
- Oversee donor recognition programs to acknowledge and steward philanthropic contributions effectively.

Team Development & Leadership

- Provide visionary leadership and mentorship to the advancement team, fostering a culture of collaboration, innovation, and excellence.
- Set clear performance goals, monitor progress, and support professional development opportunities for team members.
- Work closely with Foundation leadership, faculty, and staff to foster a cross-campus culture of philanthropy.

Financial Oversight & Compliance

- Ensure compliance with all fundraising regulations, donor agreements, and reporting requirements.
- Explore opportunities for grants, sponsorships, and strategic partnerships to supplement fundraising efforts.

MINIMUM REQUIRED QUALIFICATIONS: Bachelor's Degree required. Minimum of three years of progressive leadership experience in fundraising, development, or advancement roles within higher education, nonprofit organizations, or similar sectors.

PREFERRED QUALIFICATIONS: Master's Degree in business, public administration, nonprofit management, communications, or related field.

THE UNIVERSITY: The mission of Bluefield State University is to provide students with an affordable, accessible opportunity for public higher education. A historically black institution, Bluefield State University prepares students for diverse professions, graduate study, informed citizenship, community involvement, and public service in an ever-changing global society. **BSU welcomes all qualified candidates to apply.** More information about the University is available at www.bluefieldstate.edu.

APPLICATION PROCEDURE: Completed applications are to be submitted in electronic format only to humanresources@bluefieldstate.edu and must include:

1. Letter of interest specific to the position;
2. A completed BSU Employment Application (form available at <https://www.bluefieldstate.edu/resources/human-resources/jobs>);
3. Resume/CV;
4. Contact information for at least three professional references; and
5. Transcripts (unofficial transcripts are acceptable for the application process; official transcripts will be required of the selected candidate).

Please **do not** include photographs or any personal information (e.g. D.O.B, place of birth, etc.) on your application or supporting documents. **Also, Bluefield State University does not provide H1B visa or employment sponsorship**

DATE POSTED: April 25, 2025

CLOSING DATE: For full consideration, applications must be received by 4:00 pm EST, May 23, 2025. Applications will be accepted until the position is filled; however, applications received after the deadline may not receive full consideration.

Bluefield State University is an HBCU, AA/EOE/ADA employer, committed to the principle that minorities, women, veterans, and individuals with disabilities are encouraged to apply. The university complies with all applicable federal and state laws designed to promote equal educational and employment opportunities. Bluefield State University does not provide an H1B visa or employment sponsorship.