



Job Vacancy Announcement
Vice President of University Development

POSITION TITLE: Vice President of University Development

JVA#: 2025-30

DEPARTMENT Office of the President

POSITION SUMMARY: The Vice President of University Development at Bluefield State University is a senior leadership role responsible for developing and executing comprehensive strategies to advance the mission, reputation, and financial resources of the university. This position reports directly to the President and is also accountable to the Bluefield State University Foundation Board. The Vice President works in close collaboration with the Executive Director of the Foundation to align fundraising, donor stewardship, and alumni engagement efforts, including oversight of athletic and academic fundraising initiatives. This role oversees all development and alumni relations activities and serves as a strategic partner to senior administrators, faculty, staff, donors, alumni, and community stakeholders.

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:

Duties and Responsibilities: List and completely explain the current duties and responsibilities of the position, including any information as to how the duties/responsibilities are performed. List the duties/responsibilities in order of importance (most important should be listed first).

1. Strategic Leadership:

- Serve as a liaison between the university administration and the Foundation Board, ensuring transparent communication, shared goals, and effective collaboration. Work in close partnership with the Executive Director of the Foundation to align strategy, operations, and donor relations.

- Develop and implement a comprehensive strategic plan for university advancement, aligning with the institution's mission, vision, and goals.
- Provide visionary leadership to the advancement team, fostering a culture of collaboration, innovation, and excellence.
- Regularly assess and refine strategies to enhance philanthropic support, alumni engagement, and overall institutional advancement efforts.

2. Fundraising and Development:

- Lead all fundraising initiatives, including major gifts, annual giving, planned giving, corporate partnerships, and foundation grants.
- Cultivate and steward relationships with current and prospective donors, ensuring meaningful engagement and long-term support.
- Develop and implement strategies to expand the university's donor base and increase philanthropic revenue.
- Oversee the management of a portfolio of major gift prospects, personally engaging in donor cultivation and solicitation activities.
- Develop and oversee donor recognition and scholarship programs to foster long-term engagement and honor philanthropic contributions.
- Provide strategic leadership and coordination for fundraising efforts supporting both academic programs and athletic initiatives, ensuring alignment with institutional priorities and donor intent.
- Ensure compliance with all fundraising regulations, donor agreements, and reporting requirements.

3. Alumni Relations and Engagement:

- Develop and maintain strong relationships with alumni, fostering a sense of pride, loyalty, and engagement with the university.
- Create and implement effective programs and initiatives to involve alumni in the life of the institution, including events, mentorship programs, volunteer opportunities, and career services.
- Collaborate with academic departments and student organizations to enhance alumni involvement and foster a strong alumni network.

4. Team Management and Development:

- Provide effective leadership, mentorship, and supervision to the university advancement team, fostering a high-performing and collaborative work environment.

- Set clear performance expectations, evaluate staff performance, and provide ongoing professional development opportunities.
- Ensure the effective utilization of resources, including budget management and alignment with strategic priorities.
- Valid driver's license.
- Perform other duties as assigned.

MINIMUM REQUIRED QUALIFICATIONS: Bachelor's Degree in a related field from an accredited institution is required. Minimum of three years of progressively responsible experience in higher education, including significant experience in fundraising, donor relations, and alumni engagement; demonstrated success in cultivating and securing major gifts from individuals, corporations, and foundations; excellent leadership and management abilities, with experience in building and leading high-performing teams; ethical and transparent approach to fundraising, adhering to industry standards and best practices.

PREFERRED QUALIFICATIONS: Master's Degree from an accredited institution.

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: June 26, 2025

CLOSING DATE: For full consideration, applications must be received by 4:00 pm EST, July

11, 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.