

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

Job Summary ~ Under the direction of the Dean of Extended Learning, (WVU Online) and in close coordination with the WVU Foundation, create, lead and manage all aspects of a comprehensive development program and generates revenue for WVU Extended Learning programs through timely submission of well researched, written and documented grants. Administers funding and programs, ensuring compliance with guidelines, regulations, and appropriate policies.

Grants Administration – 50%

Pre-Award Duties ~

- Interprets or obtains clarification of applicable policies and guidelines for the purpose of disseminating updates of relevant information to stakeholders within Extended Learning.
- Monitors and identifies public and private sources of potential funding to support existing and planned EL activities.
- Assess the feasibility of developing programs which will result in funded activities that contribute to the mission of WVU EL.
- Maintains critical knowledge of funding agencies for completion of successful grant applications (i.e. guidelines, regulations, application forms, etc.)
- Demonstrates knowledge of institutional policies necessary for grant processes (IRB, fringe rates, FERPA, FOIA, etc..)
- Drafts letters of intent for submission of grants
- Prepares edits and reviews proposals for submission. Assembles final product for forwarding through appropriate WVU units to granting agencies.

Post Award Duties ~

- Coordinates the flow of information between investigators/funding agencies and all WVU Offices (setting up new accounts, requesting no-cost extensions, reporting, etc)
- Prepares progress reports, final reports and close-out arrangements or other data as needed or requested by funding agencies
- Submits budget revision requests and materials as necessary
- Monitors grant budgets and advises departmental staff on fiscal matters related to the grant(s)

Records Management/Report Drafting/ Administration

- Develops a calendar of deadlines for submission, revision, and close-out documentation for funding

sources

- Prepares periodic e-newsletters to keep unit apprised of new opportunities, events, policies and achievements
- Aids in development of departmental policies regarding proposals and awards and understands and applies “grantsmanship” strategies
- Maintains database of contact information, publications, awards, bios, and other support pages for reporting purposes
- Maintains archived copies of grant proposals and notices of awards; verifies awards are properly submitted in ORACLE
- Assists with the preparation of reports on grant-related activities at the request of unit leadership, University staff, other government agencies, or the media

Development Officer – 50%

- Working with the Dean of Extended Learning, its staff and the WVU Foundation, identify appropriate donors, determining possible levels of support and matching prospects interests with the priority needs of the unit.
- Plan, develop and execute strategies for obtaining private donations; identifying, cultivating and soliciting major gift prospects (individuals, corporations, and foundations)
- Organize solicitation drives for pledges of ongoing support from individual donors, corporations and foundations
- Following the lead of WVU Foundation, develop and execute a plan to generate annual gift revenue for WVU Extended Learning (WVU Online) through personal solicitation, direct mail, electronic mail, the Foundation’s Mountaineer Line, Mountaineer Mark and Campus Campaign programs
- Coordinate all development efforts with the WVU Foundations and comply with all WVU Foundation reporting and accountability standards
- Develop and execute various special events to generate new prospects or generate revenue in support of defined prospects in conjunction with WVU Foundation.
- Manage all aspects of a development program for WVU Extended Learning (WVU Online) including the major gift, planned gift, annual gift and stewardship program to generate gifts from individuals, corporations and foundations as well as deferred gift commitments from individuals
- Plan, schedule and complete travel (some overnight) to make contact with prospects and donors in completion of portfolio management. The majority of the travel will be in West Virginia and surrounding region.
- Initiate and facilitate collegial relationships and open communication with other Foundation and WVU development staff. Join with other university constituents to advance all special and capital projects.
- Complete other duties as assigned by the Dean of WVU Extended Learning (WVU Online) in advancement of the unit’s development mission.

QUALIFICATIONS

Education/Knowledge

1. List the level and type of **minimum** education required to qualify for this position **not** for the incumbent. Candidates must have a Master’s degree in a related field from an accredited institution and a minimum of **2** years progressive experience in development with a successful history of completing personal solicitations or an equivalent combination of education and experience. Preference will be given to candidates with a Master’s degree.

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

- Driver’s license (some overnight travel may be required)

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

- Exemplary interpersonal skills to interact with a diverse group of individuals.
- Ability to prioritize and manage multiple projects and work with minimal supervision to meet deadlines.
- Excellent oral communication skills to promote the mission and goals of WVU Extended Learning (WVU Online).
- Demonstrated knowledge of correct grammar, spelling, punctuation, sentence structure and proofreading techniques.
- Strong mathematical skills coupled with knowledge of fiscal management.
- Excellent organizational, time management and problem-solving skills.
- Ability to maintain protocol and confidentiality of sensitive financial prospect files.
- Ability to travel independently to include evenings and weekends as required.
- Knowledge and skills to effectively operate office systems using Microsoft and Apple software and other database information.
- Demonstrated success in grant awards
- Demonstrated experience working within federal or institutional policies

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

- Progressive experience in Development;
- Experience at a comprehensive university;
- History of working in a team-based environment.
- Preference for greater than 2 years Development expertise.
- Knowledge of Grants Management

2 years

ORGANIZATIONAL REPORTING RELATIONSHIPS

- PLEASE ATTACHE A FLOW CHART FOR YOUR ENTIRE DIVISION AND/OR

DEPARTMENT TO THIS FORM. ***FAILURE TO PROVIDE THIS FLOW CHART WILL RESULT IN A DELAY IN THE PROCESS!***

DISCLAIMER

This description does not state or imply that the duties listed are the only duties to be performed by the position incumbent. Justification for information provided in the PIQ may be requested. Employees are required to follow job-related instructions and perform other job-related activities assigned by their supervisor.

All requirements are subject to possible modification in order to provide a reasonable accommodation to individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves, students, other employees, or the general public.

EMPLOYEE GENERAL COMMENTS

You may add other information which would be important in understanding your job and which has not been covered in other sections of this form.

Employee's Signature

Date

SUPERVISOR COMMENT SECTION

This portion of the questionnaire is to be completed by the employee's immediate supervisor. As a supervisor, it is important that you review this questionnaire for accuracy and completeness and note any comments you may have next to the employee's responses and please initial. The space provided is for general remarks you may have. Remember, this questionnaire is intended solely for the purpose of accurately describing the position and not the person or her/his performance

Immediate Supervisor's Signature

Date

MANAGEMENT COMMENT SECTION

This portion of the questionnaire is reserved for comments by the second-level supervisor and other management staff members, where applicable, who indirectly supervise this position through other supervisors. As the next level of management over this position, it is important that you review this questionnaire and note any comments you may have next to the employee's responses and please initial. The space provided below is for any general remarks you may have. Remember, this questionnaire is intended solely for data purposes of accurately describing the position and not the person or her/his performance.

Second Level Supervisor's Signature

Date

Revised January 2003