



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.

ADVANCEMENT SERVICES SPECIALIST – GRANT FUNDED

Position: This position is funded through a five-year Title III grant awarded by the U.S. Department of Education. This position is fully supported through the Title III project at 100% and is a 12-month position subject to continued federal funding annually up to September, 30, 2026. Non-Classified, Exempt Status; Benefits Eligible

Location: Reports to Moorefield Headquarters, which has a one-day per week remote work arrangement

Overview: This position performs a broad range of responsibilities supporting administrative and federal management duties of the Title III award and supports Eastern's Foundation operation and development. This position provides programmatic support in the areas of the Foundation administration, development, donor relations, scholarships, database management, and event management. This position reports to the President.

Salary: Determined by level of experience and educational requirements

Responsibilities:

Title III Administration & Federal Reporting Support

- Working with the Title III Project Director and college finance department, ensure the success of budgetary management, and administrative duties to support federal report needs of this award.
- Working with the Title III Project Director and the college finance department, execute all federal government compliance reporting relating to the grant.
- Working with the Title III Project Director, assist in coordinating coordinate meetings to inform the steering committee and president of the progress and status.
- Serve as a liaison with the Federal Grant Manger on all correspondence related to this award and keep the president and steering committee informed of the budget expenditures by providing update reports every two months.
- Manage any necessary time tracking, including monthly reminders for invoicing and timesheet updates for contractual staff associated with the Title III award
- Perform other duties as assigned

Foundation Development & Administrative Support

- Support the Dean of Community Engagement & Partnerships and the Director of Non-Profits to enhance the structural development, database and donor management functions of the Foundation, and the development of an Alumni Association
- Implement technologies to build capacity and sustain programing of the Foundation by improved processes and services including implementation of record management systems and operations to boost scholarship and programs
- Utilize Element 451, a constituent relationship management (CRM) system to develop record management of donations
- Provide day-to-day Foundation Business Office Support including the intake of accounts receivable and payable, generation of invoices and purchase orders, as needed.
- Create deposits and their records in QuickBooks as well as issue of payments and printing of checks for signature, as directed by the Director of Non-Profits
- Perform other duties as assigned



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Required Minimum Qualifications:

Education – A Bachelor’s degree in business, business administration, finance management, computer science, non-profit management or related degrees.

Experience – At least two (2) years of experience in a Grants Management area for a non-profit organization. Federal Grant Reporting recommended as well as software management or analytical experience.

Other Additional Requirements – Strong written and oral communication skills and competent proofreading skills; advanced spreadsheet and database management skills including using Microsoft 360 and QuickBooks; the ability to independently handle queries, merges, etc; maintain confidentiality in all situations; well organized and accurate, able to work well in a fast-paced environment, able to manage multiple projects and can work well independently as well as with a team; ability to travel when needed.

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), official transcripts 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