

Position Announcement



THE
**MARSHALL UNIVERSITY
FOUNDATION™**

Director of Philanthropy

Marshall University Foundation
Huntington, West Virginia

Reports To

Vice President and Chief Development Officer

**Organization
Profile**

Located in the heart of Huntington, West Virginia, The Marshall University Foundation Inc. (Foundation) was chartered on January 3, 1947 as an independent nonprofit organization to receive, invest, administer and disburse private resources on behalf of Marshall University. Founded in 1837 and named after Chief Justice John Marshall, definer of the Constitution, Marshall University advances the public good through innovative, accredited educational programs. Marshall University is led by West Virginia native, President Brad D. Smith, who joined the University in 2022 after a successful career as a Silicon Valley CEO.

Nico Karagosian, President & CEO of the Foundation, leads a team of more than 30 gift officers, alumni relations, advancement services, and finance professionals to achieve the Foundation's mission. The Foundation plays a crucial role in providing the support critical to the continuing success of this nationally prominent university.

The Foundation collaborates with President Smith to achieve his groundbreaking *Marshall For All* program. Designed to eliminate student loan debt, this program ensures that students graduate not only debt-free, but also equipped with invaluable work experience and financial literacy skills. By combining scholarships, grants, work-study opportunities, and family contributions, *Marshall For All* empowers students to focus on their education and future careers without the burden of financial stress.

Foundation Mission, Vision, and Strategic Priorities

Mission Statement

The mission of the Marshall University Foundation Inc. is to maximize continuous financial support for Marshall University and its students by soliciting, receiving, investing and administering private gift support. The Foundation is committed to providing professional service to Marshall University, its students and donors.

Vision Statement

The Marshall University Foundation Inc. will support and strengthen the continuing development of Marshall University by creating a culture of philanthropy, volunteer leadership and exemplary fiduciary responsibility.

Strategic Priorities

- Enhance private support and celebrate its lasting impact.
- Foster and cultivate relationships to strengthen and sustain alumni engagement.
- Prioritize transparency, financial stability and operational excellence.

Position Summary

The Director of Philanthropy is a key member of the Development Team and responsible for establishing, building and deepening meaningful relationships with Marshall University Foundation prospects and donors. Directors of Philanthropy cultivate, solicit and steward prospects and donors with the capacity to make major gifts at the \$25,000 level and greater.

This is a position for an entrepreneurial and relationship-driven fundraiser to expand and deepen the philanthropic contributions of a portfolio of prospects and donors. In 2026, the Marshall University Foundation will launch a major fundraising campaign and the Director of Philanthropy will work collaboratively with Foundation and University colleagues to fulfill the campaign goals.

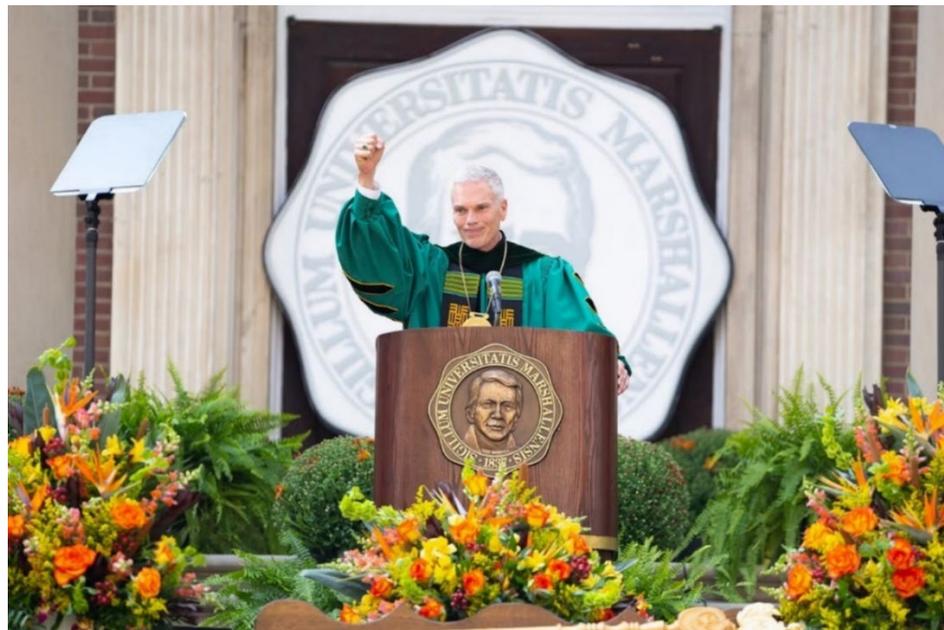
Responsibilities Strategic Prospect and Donor Engagement

- Work closely with the CDO and Foundation and Development staff, university deans, faculty and key volunteers to pursue a coordinated and strategic program of cultivation, solicitation and stewardship of donors.
- Identify, qualify, and advance major gift prospects through proactive prospecting, referrals, research, events, and relationship-building.

- Make direct solicitations and close gifts; maintain a high level of donor and prospect engagement, including regular in-person and virtual meetings.
- Manage a major gift donor portfolio of current, dormant, and prospective donors with the capacity to make gifts of \$25,000 or greater.
- By building relationships through cultivation and stewardship, raise a minimum of \$500,000 annually.

Portfolio Management

- Leverage prospect research, data, and analytics to prioritize outreach, refine strategy, and strengthen the donor pipeline.
- Document contacts and strategies using the moves management system.
- Adhere to the Foundation's policies and procedures for accepting, recording and acknowledging gifts and pledges.



Brad D. Smith joined Marshall University in 2022 as President.

Other Duties

- Pursue professional growth activities in collaboration with the Chief Development Officer.
- Participate as a full member of the advancement team attending prospect management meetings, professional development activities and other staff meetings, as appropriate.
- Monitor and process expenditures on a timely basis and within approved budgets.
- Perform other duties as assigned.

Qualifications Required

- Bachelor's degree from an accredited college or university.
- Minimum of 3 years of progressive and successful philanthropic development, relationship-based institutional sales, marketing, and/or related experience.
- Proven experience developing and managing relationships with high-level prospects.
- Excellent interpersonal and communication skills – written, verbal, and presentation.
- Strong organizational skills, with attention to detail and the ability to manage multiple priorities.
- Ability to travel locally and nationally to fulfill key responsibilities.
- Ability to work evenings and weekends to fulfill key responsibilities.

Qualifications Preferred

- Master's degree in business administration, public sector management, marketing, or related discipline.
- Philanthropic development experience within a higher education, foundation, or non-profit institution.
- Proven success in securing major gifts and increasing donor support and engagement.
- Proficiency in Microsoft Office and donor databases.



Memorial Fountain – a visible reminder of the November 14, 1970, plane crash in which 75 Marshall football team members, staff and supporters' lives were lost.

Memorandum

The salary and benefits are competitive and commensurate with experience and qualifications. Paschal•Murray supports the commitment of our client in encouraging applicants from diverse backgrounds and cultures. As a condition of employment, our client reserves the right to conduct background verification including academic, work, driving, credit, and criminal histories.

This position announcement is not intended to be an exhaustive list of all responsibilities and requirements. It is presented as a fair reflection of the principal job elements.

Nominations and applications are welcome. Please send résumé and letter of application as separate documents attached to an e-mail message to:

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