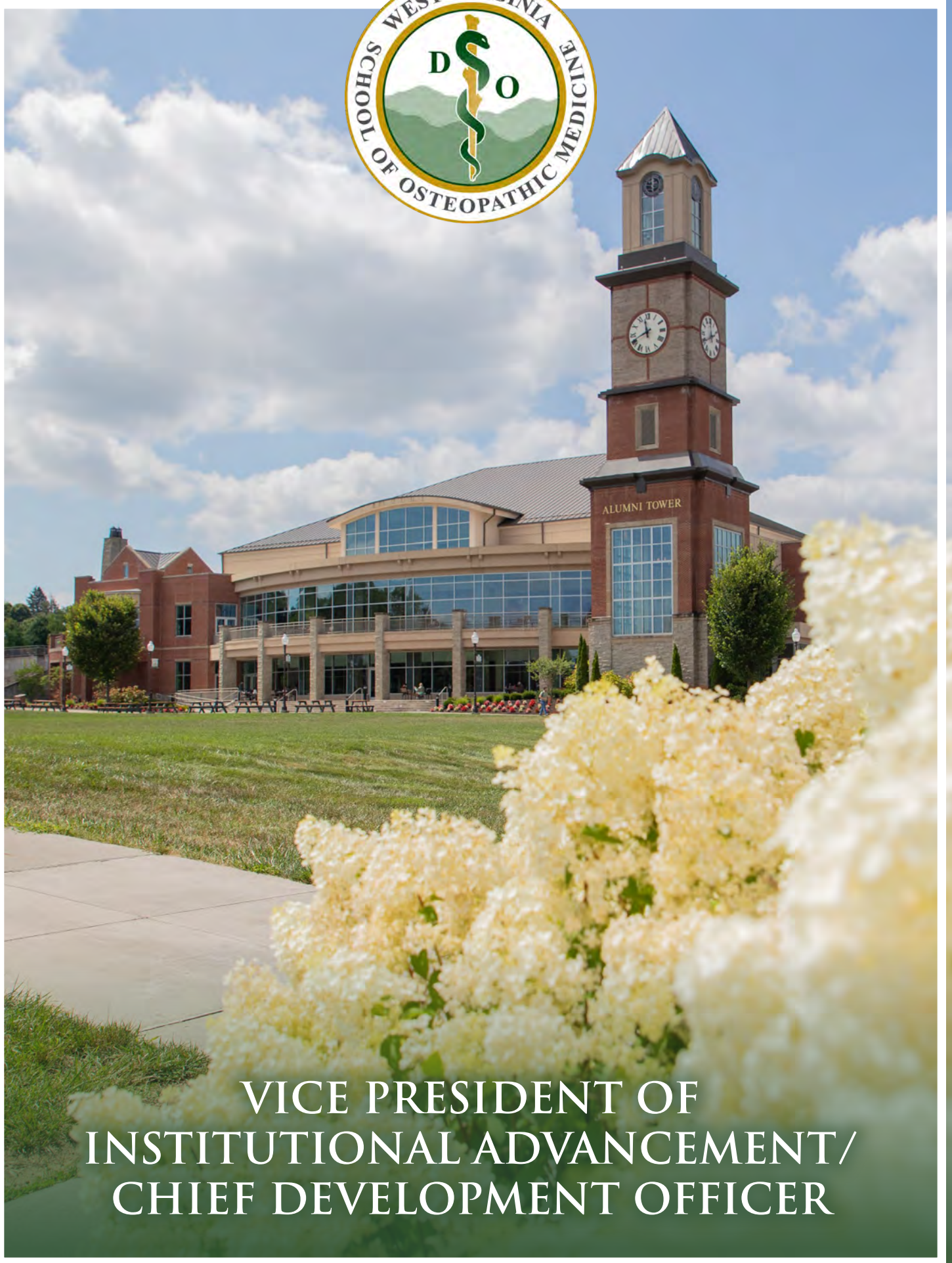




VICE PRESIDENT OF
INSTITUTIONAL ADVANCEMENT/
CHIEF DEVELOPMENT OFFICER

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THE OPPORTUNITY

Vice President of Institutional Advancement/ Chief Development Officer

The West Virginia School of Osteopathic Medicine (WVSOM) is seeking a visionary leader to serve as Vice President of Institutional Advancement/Chief Development Officer.

Reporting to the President of WVSOM, the Vice President of Institutional Advancement/Chief Development Officer serves as the senior administrative officer responsible to the President for providing strategic leadership and direction for all institutional advancement functions. This includes development and fundraising, donor and alumni stewardship, stakeholder and community relations and advancement-related research and planning.

The Vice President establishes overall goals and strategies for increasing private and public philanthropic support, strengthening external relationships and advancing WVSOM's mission. This position works collaboratively with the President, Senior Leadership, the Alumni Association and the WVSOM Foundation to build and sustain a comprehensive advancement enterprise. The Vice President will also serve as the primary administrative liaison to the Alumni Association Board and the WVSOM Foundation Board and will provide regular advancement updates to the WVSOM Board of Governors.

This role is part of WVSOM's senior leadership team, reporting directly to the President.

The Vice President of Institutional Advancement's direct reports include:

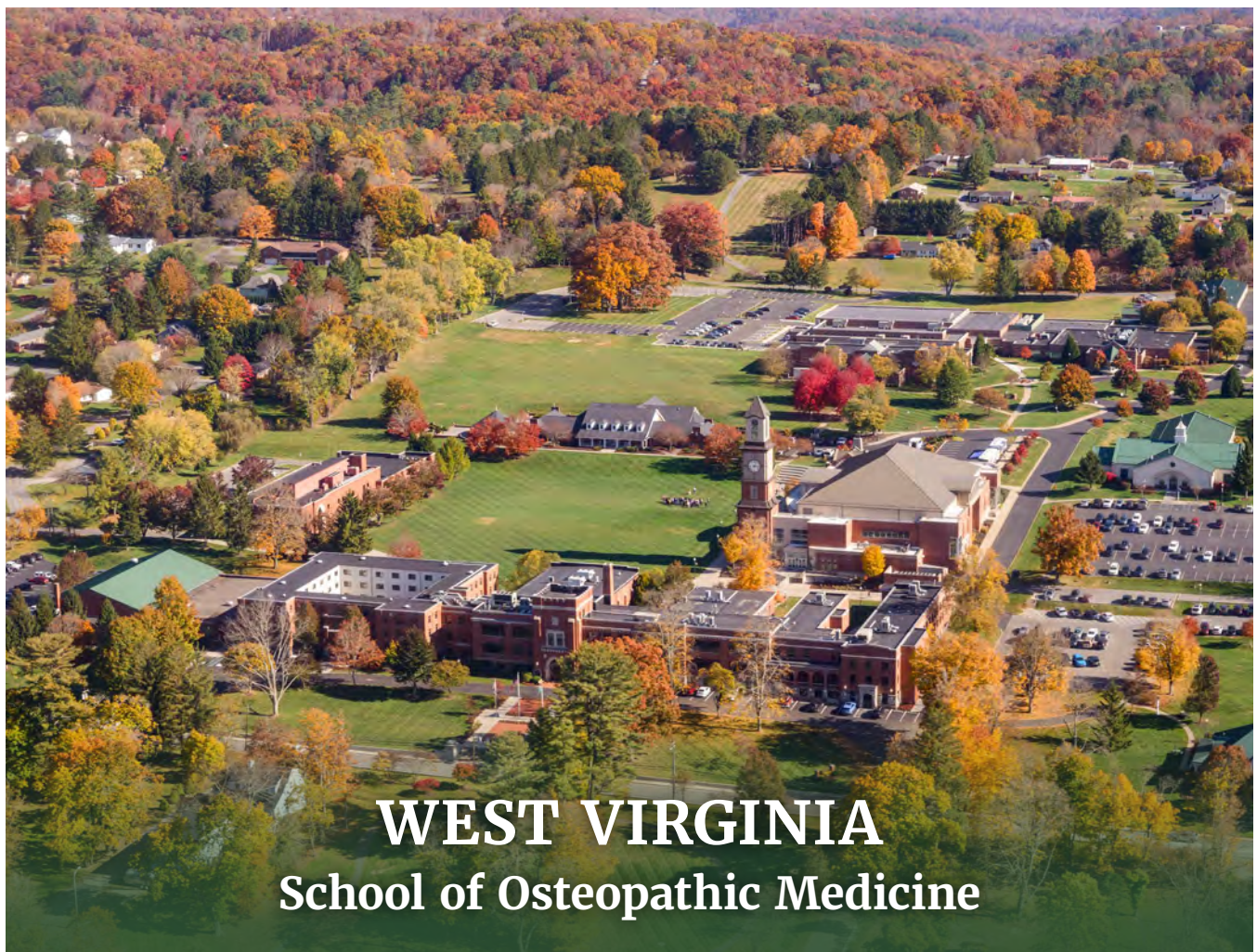
- The WVSOM Foundation
- The WVSOM Alumni Association

The candidate selected for this position will demonstrate an active and consistent commitment to the mission, vision and values of WVSOM; formulate and recommend policies, procedures and practices for advancement operations; carry out supervisory responsibilities in accordance with West Virginia state policies, WVSOM policies and procedures and applicable laws; represent the President and institution in various capacities, including service on committees and task forces; foster collaborative working relationships with all areas of WVSOM and with external partners in higher education, community organizations and government; conduct all WVSOM business in a professional, ethical and transparent manner; and perform other duties as assigned by the President.

VISIT

www.wvsom.edu/about/administrative-org-chart





WVSOM is directed by its mission and empowers students to find health within themselves and the people and communities they serve. We advance health and well-being in West Virginia and beyond through cutting-edge training, pioneering research and immersive clinical experiences. By blending innovation, compassion and a deep-rooted dedication to osteopathic principles, we are shaping the future of health.

Originally established as the private Greenbrier College of Osteopathic Medicine, the school opened and accepted its charter class of 36 osteopathic medical students in 1974. In January 1976, the college was brought into the state system of higher education and renamed the West Virginia School of Osteopathic Medicine. Today, after more than five decades of growth, WVSOM has more than 300 full-time employees serving approximately 800 medical and 70 graduate program students.

WVSOM is fully accredited by the Commission on Osteopathic College Accreditation (COCA) of the American Osteopathic Association (AOA) and by the Higher Learning Commission (HLC).

WVSOM has received national recognition 10 times as a Great College to Work For in *The Chronicle of Higher Education's* annual report on academic workplaces.



WVSOM FOUNDATION

The WVSOM Foundation advances a culture of philanthropic giving to support WVSOM, its students, faculty, staff and alumni caring for medically underserved communities in West Virginia and beyond. In partnership with WVSOM and the WVSOM Alumni Association, the WVSOM Foundation works to advance the principles of osteopathic medicine and better health outcomes by financially supporting the WVSOM community.

The WVSOM Foundation is dedicated to:

- Stewardship and responsible fiscal management
- Ethical business and fundraising practices
- Osteopathic principles for healthier communities
- A culture of giving back

VISIT
www.wvsomfoundation.org

\$1,657,069 CASH RECEIVED	\$296,050 GIVEN IN SCHOLARSHIP AWARDS	\$30,000 NEW SCHOLARSHIP PLEDGES	\$28,731 STUDENT SUPPORT
\$24,419 SCHOOL SUPPORT	\$22,500 RAISED THROUGH WVSOM'S FIRST DAY OF GIVING	\$19,060 NON-SCHOLARSHIP GRANTS	\$3,881 ASSISTANCE TO STUDENTS FROM EMERGENCY FUND

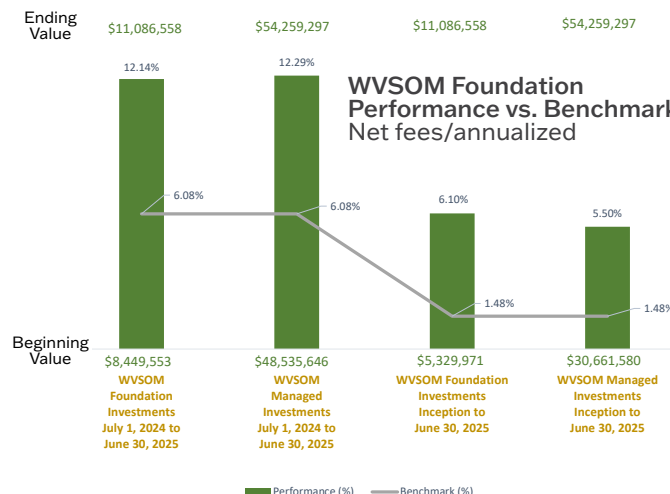
1,075 GIFTS RECEIVED
203 SCHOLARSHIP DONORS
157 ALUMNI DONORS
94 SCHOLARSHIPS GIVEN
75 FIRST-TIME DONORS
51 FACULTY AND STAFF DONORS
37 BUSINESS DONORS
10 SHORT-TERM STUDENT LOANS

GROWING OUR ASSETS

DONATIONS BY CATEGORY

UNRESTRICTED
\$648,159

RESTRICTED
\$1,028,937



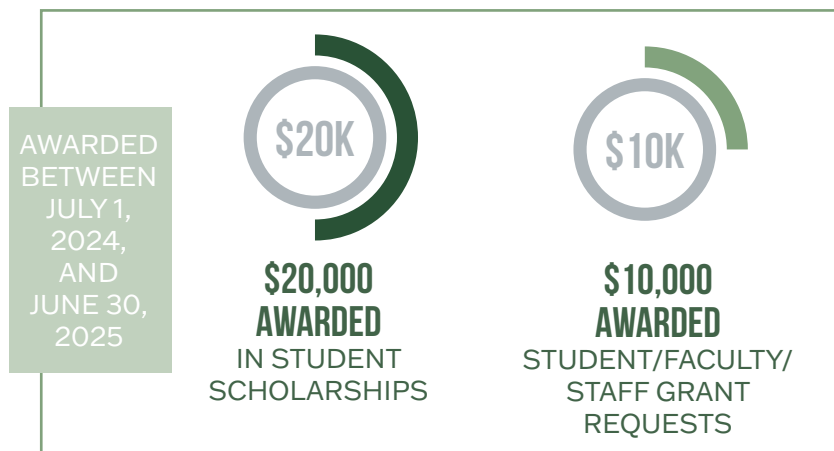
Infographics reflect the 2024-25 fiscal year.

WVSOM ALUMNI ASSOCIATION

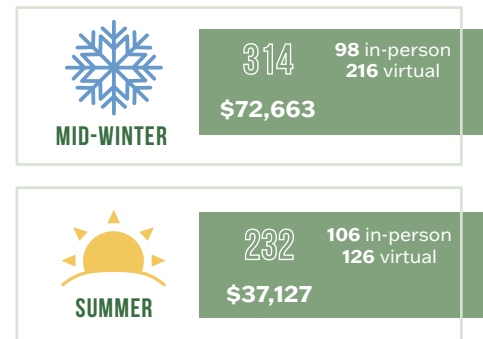


The mission of the WVSOM Alumni Association is to create a cohesive and active community of WVSOM alumni that will participate in opportunities to engage with WVSOM students, administration and faculty in order to increase awareness, pride, participation and philanthropic commitment that ultimately will advance the mission of WVSOM and its founders.

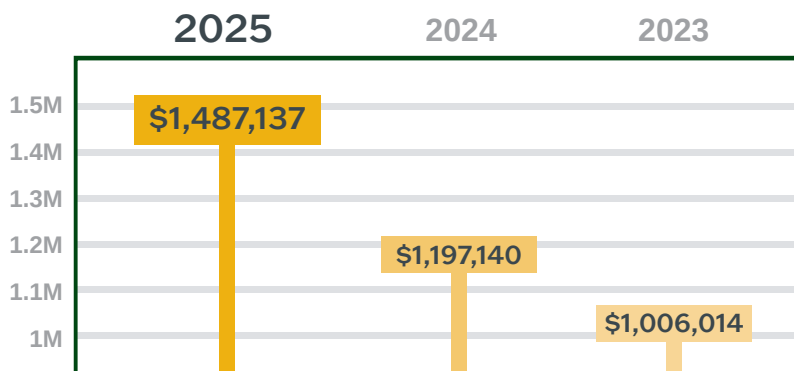
The Office of Alumni Relations and Continuing Medical Education develops continuing medical education programs that bring seminars, speakers, medical literature and hands-on training to WVSOM graduates and other osteopathic physicians. The office is accredited by the American Osteopathic Association as an approved sponsor of AOA-CME category 1-A programs.



2025 CME ATTENDEES AND INCOME



ALUMNI ASSOCIATION INVESTMENTS



4,968 TOTAL D.O. ALUMNI

998 LIFE MEMBERS

24 TOTAL MSBS ALUMNI

VISIT

www.wvsom.edu/alumni



Reporting relationships for the **VICE PRESIDENT OF ADVANCEMENT**

Senior Leadership Team at WVSOM



James W. Nemitz, Ph.D.
President



Gail Swarm, D.O.
*Vice President of Academic
Affairs and Dean/Chief
Academic Officer*



Drema M. Hill, Ph.D.
*Vice President of
Community Engagement/
Chief Operations Officer*



Justin T. McAllister, MFA
*Vice President of Finance
and Facilities/
Chief Financial Officer*



Leslie W. Bicksler, MSW
*Vice President of Human
Resources/Chief Human
Resources Officer*



**Machele
Linsennmeyer, Ed.D.**
*Vice President of
Institutional Effectiveness
and Academic Resources/
Chief Information Officer*



Don Smith
*Associate Vice President
of Government and
External Relations/Chief
Communications Officer*



Brian Lutz, J.D.
*General Counsel/
Chief Legal Officer*

VISIT
www.wvsom.edu/about/senior-leadership



Reporting relationships for the **VICE PRESIDENT OF ADVANCEMENT** Board of Governors

As a member of WVSOM's senior leadership team, the Vice President of Institutional Advancement will work closely with the WVSOM Board of Governors in advancing the institution's strategic priorities. The Board of Governors is composed of up to 12 members, including up to nine lay members appointed by the governor of West Virginia and three elected representatives from the faculty, staff and student body, providing broad representation and public accountability in support of WVSOM's academic mission and statewide service commitments.

The Board of Governors provides strategic oversight and policy direction for WVSOM's financial, business and educational affairs. In fulfilling this role, the board focuses on institutional governance, presidential leadership and overall accountability, while delegating day-to-day management and operational responsibilities to the President in accordance with state law and institutional policy.



Frederick Morgan, D.O.
Chair



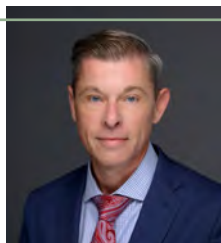
Caitlyn Santer, D.O.
Vice Chair



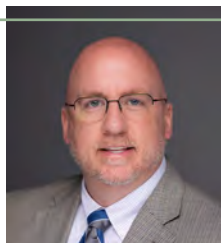
Courtney Eleazer, Ph.D.
Secretary/Faculty Representative



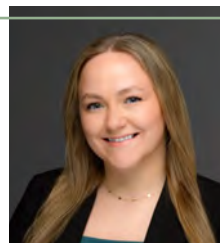
Randall Belt, D.O.
Member at Large



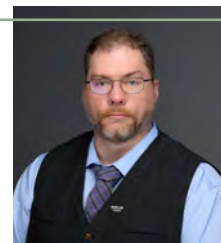
D. Dewayne Duncan
Member at Large



Ryan Fitzwater, D.O.
Member at Large



Bryn Hawbaker, OMS III
Student Representative



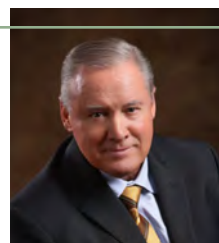
Scott Maxwell
Staff Representative



Michael Muscari, D.O.
Member at Large



Gary Poling, D.O.
Member at Large



Norman Wood Jr., D.O.
Member at Large

VISIT

www.wvsom.edu/about/bog/board-members





Lewisburg, W.Va., in beautiful Greenbrier County, is home to WVSOM. Voted the “Coolest Small Town in America” in a *Budget Travel* readers’ poll and “Best Small Town Food Scene” in *USA Today’s* Readers’ Choice Awards, Lewisburg exudes small-town charm with several additional perks, offering an ideal place to call home.

This picturesque town offers a wealth of amenities, including:

- A cost of living that is 22% below the national average (BestPlaces.net).
- Housing options that range from historic homes to new builds, in family friendly neighborhoods or on lush acreage.
- Mouthwatering cuisine choices, ranging from Southern comfort food to farm-to-table meals to fine dining.
- Quaint boutiques, antique stores and a vibrant arts and culture scene.
- A unique downtown area with engaging events and activities throughout the year.
- An abundance of outdoor recreation in scenic surroundings, including world-class golf courses, whitewater rafting, camping, hiking, fishing, boating, skiing and rock climbing.
- Home to the Lost World Caverns and one of only four Carnegie Halls in the world still in use.
- Home to the Lewisburg Chocolate Festival, Taste of Our Towns, the Lewisburg Winter Music Festival, the West Virginia Renaissance Festival and the State Fair of West Virginia.
- Close proximity to The Greenbrier, a world-famous resort built in 1778 that continues to attract visitors and residents with exceptional offerings and events.
- Close proximity to Greenbrier Valley Airport, a primary commercial service airport.



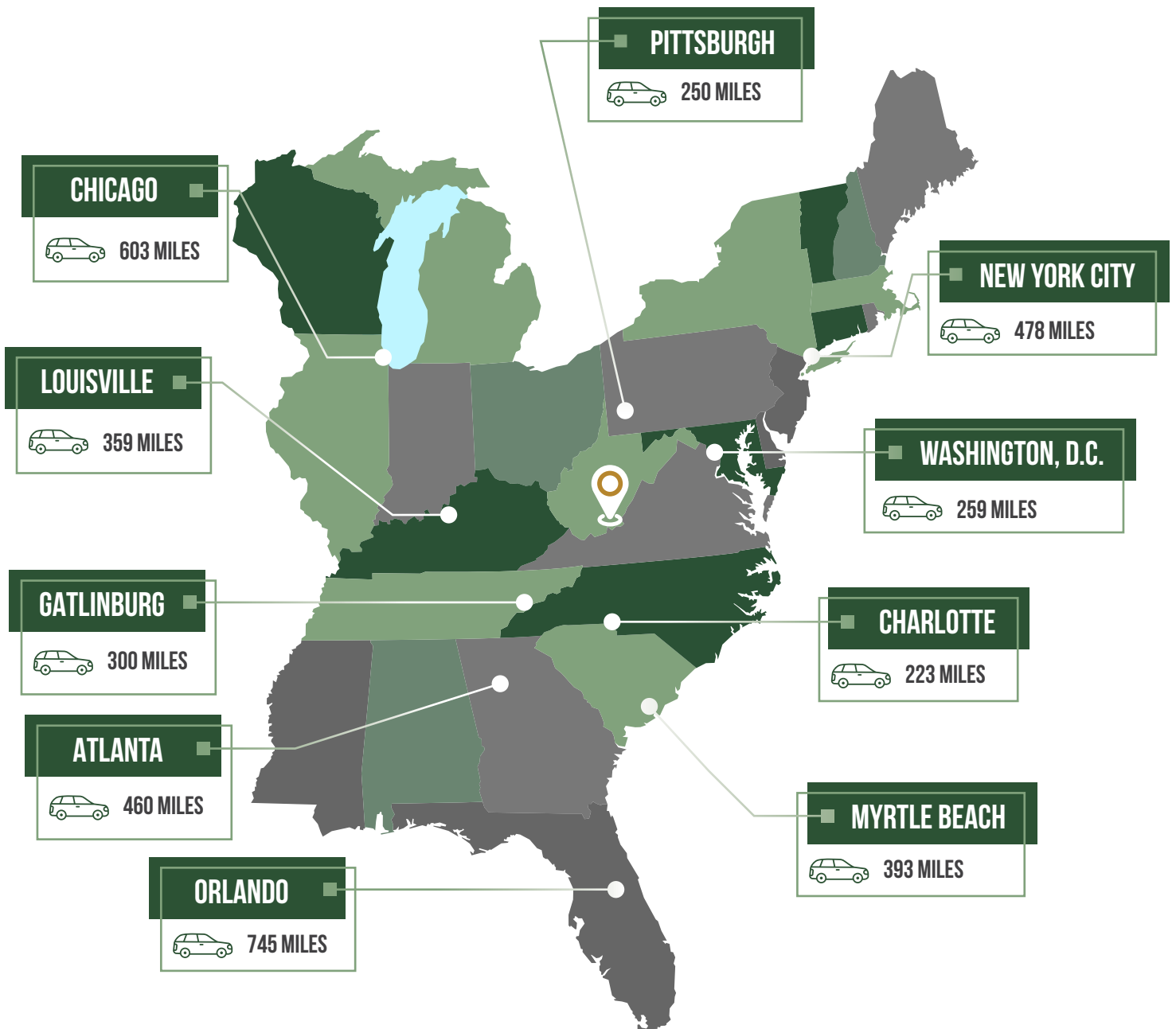
VISIT

www.greenbrierwv.com

**GREENBRIER
VALLEY**
WEST VIRGINIA



MILEAGE TO MAJOR CITIES



QUALIFICATIONS AND APPLICATION INSTRUCTIONS

As the Chief Development Officer of the West Virginia School of Osteopathic Medicine, the position of Vice President of Institutional Advancement requires a unique mix of experience.

Qualifications

A master's degree in a related field is required, along with extensive experience in institutional advancement within higher education or the nonprofit sector. Candidates should have at least 10 years of progressively responsible work in fundraising, development or external relations, and should have a minimum of five years of senior-level administrative leadership experience.

The position requires demonstrated success in major gift fundraising, donor cultivation and stewardship, campaign planning and building strong relationships with internal and external stakeholders. Strong leadership and team-management abilities, excellent communication and strategic planning skills and the ability to meet institutional priorities and state-mandated deadlines are essential.

Experience overseeing advancement operations, managing budgets and ensuring compliance with applicable policies and regulations is also required.

The West Virginia School of Osteopathic Medicine is an equal opportunity employer.

Ideal candidate experience and attributes

- ✓ Commitment to the mission of WVSOM and to advancing osteopathic medical education, health care access and service to residents of West Virginia.
- ✓ Extensive knowledge of fundraising principles, including major and planned giving, annual fund strategies, capital campaigns, donor stewardship and endowment development.
- ✓ Proven success in securing philanthropic support from individuals, corporations, foundations and governmental partners.
- ✓ Experience designing and implementing strategic advancement plans aligned with institutional goals and priorities.
- ✓ Ability to build and maintain strong donor, alumni and stakeholder relationships, including high-level volunteer boards, community leaders, government officials and philanthropic partners.
- ✓ Skilled in managing comprehensive advancement operations, including prospect management, donor research, gift processing, database oversight, acknowledgement systems, stewardship activities and IRS/CASE compliance.
- ✓ Strong understanding of nonprofit, foundation and higher-education fundraising standards, including legal, regulatory and ethical requirements.
- ✓ Demonstrated success in community relations and external engagement, with the ability to represent the institution effectively with civic, governmental and legislative partners.
- ✓ Outstanding persuasive written and oral communication skills, including the ability to articulate a compelling case for support.
- ✓ Proven ability to lead, motivate and develop teams, fostering collaboration and a shared commitment to advancement goals.
- ✓ Experience navigating change in a complex institution, including the ability to lead new initiatives and promote a culture of philanthropy across campus.
- ✓ Ability to work collaboratively with senior leadership, academic units and foundation/alumni organizations to support institutional priorities.
- ✓ Strong organizational and strategic planning skills, with the ability to manage multiple projects, deadlines and priorities.
- ✓ Demonstrated ability to maintain confidentiality, professionalism and sound judgment in all donor and institutional matters.
- ✓ High level of initiative, self-motivation and attention to detail.
- ✓ Ability to thrive in a diverse, inclusive and mission-driven environment, working effectively with students, alumni, faculty, staff and community members.



Application instructions

Applications are considered confidential, and references will not be contacted without notification to the applicant. Interested candidates are encouraged to contact Leslie Bicksler, Vice President of Human Resources, for more information. Applications will be accepted until the position is filled. Final candidates are subject to employment and credential verification, reference and background checks.



Leslie Bicksler, MSW

*Vice President of Human Resources/
Chief Human Resources Officer*



lbicksler@osteo.wvsom.edu



304-647-6279



*For the full job description, visit:
www.wvsom.edu/hr*

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on average — more
than any other
medical school in
the state

*WV HEPC Health Sciences
and Rural Health Report,
2025*

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economic impact
in the state

*Tripp Umbach Economic
Impact Study, 2020*

100%

residency
placement rate

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88+

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and clinics
for medical
student rotation
experiences

7

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