



President & Chief Executive Officer Position Overview

Philanthropy West Virginia seeks applications for its next President & CEO. Founded to better connect local philanthropy, support rural communities, and increase investments in the Mountain State, Philanthropy WV serves West Virginia's community, private, family, and corporate foundations; united ways; giving circles, government funders, and private philanthropists. As a dynamic leadership organization based in and serving rural communities, the organization has evolved from initial volunteer led efforts to a diverse and mission-driven philanthropic network. The organization includes a staff team with four full-time employees and two part-time employees, a board of fourteen members, and numerous volunteer leaders.

The role of the President & CEO is to advance the organization's mission, vision, values, and sustainability and to foster statewide and national leadership in philanthropy. This is a full-time exempt position and reports directly to the Board of Directors. The Philanthropy WV office is based in Morgantown, WV. Philanthropy WV is committed to practicing and advancing diversity and inclusion through a diverse staff team and inclusive work environment. Philanthropy West Virginia is an equal opportunity employer. The salary range for the position is \$84,000 to \$98,500/year along with generous benefits, including health, dental, and life insurance, PTO, and, after one year of service, a contribution to a retirement account.

Candidate Profile:

- Minimum of Bachelor's degree required in relevant sector.
- 10 years' experience in nonprofit, philanthropic, foundation and/or business sectors with a proven record of executive leadership.
- Previous success in resource and fund development.
- Demonstrated proficiency in staff supervision and mentoring, consultant/contractor oversight, and general operations; committed to the personal and professional development of the team.
- Excellent interpersonal, communications, writing, and organizational skills; ability to multi-task and work under pressure on multiple projects.
- Prior experience as a grant maker or as a grantee; familiar with the process of grant writing.
- Understanding of financial management principles and practices that guide nonprofit and philanthropic organizations.
- Knowledge of the philanthropic landscape in West Virginia, central Appalachia, and/or rural communities with similar issues and complexities.
- A successful track record of creating collaborative and high performing work environments and managing organizational culture change.
- An understanding of and interest in the complex local, state and national public policy dynamics that impact philanthropy.
- Ability to steward a committed volunteer Board and maximize its effectiveness.
- Comfortable working varying hours, including nights and weekends.

Qualified applicants please submit a cover letter and resume to CEOsearch@philanthropywv.org. The deadline for applications is May 31, 2022. For more information on Philanthropy WV, visit www.philanthropywv.org.



President & Chief Executive Officer Job Description

The President & Chief Executive Officer provides leadership and direction that contributes positively to the organization's development and sustainability, positions the statewide leadership organization as a launch point for philanthropy in the Mountain State, and fosters effective partnerships with staff, board members, organization members, partners, and local and national funders/government/business.

Leadership:

- Delivers executive leadership for the organization and stewardship of its resources.
- Advances and champions the shared vision for Philanthropy WV, implements the strategic plan, and provides intentional direction toward accomplishing the organization's goals.
- Works with and mentors a diverse staff team, consultants, and partners.
- Applies best practices for accountability, priority setting, equity and inclusion, and delegation that empowers staff to maximize their work, performance, and impact.

Board, Committee, and Working Group Relations:

- Works with the board of directors, committees, and working groups to effectively implement and advance Philanthropy WV's mission, vision, values, and goals.
- Identifies and communicates key issues, recommends strategies to address them, and develops the appropriate action plans and partnerships needed to achieve long-term goals.
- Recognizes the value and importance of effectively engaging board, committee, and working group volunteer leadership efficiently to facilitate the organization's leadership initiatives and priorities.

Member Relations:

- In partnership with the Program & Engagement Manager and Membership & Operations Assistant:
 - provides leadership, direction, and assistance for the recruitment and retention of members.
 - delivers content, connects, collaborates, and inspires philanthropy through networking, educational, and professional development programs throughout the year.

Public Policy Advocacy:

- Serves as a strategist and resource in leading advocacy efforts with the Public Policy & Advocacy Committee and partners including the WV Nonprofit Association.
- Ensures effective federal and state government relationships that advance the work of philanthropy and nonprofits in serving West Virginia's citizens, advancing opportunities to increase philanthropic giving, and increasing financial support for our state's nonprofits.

External Relations:

- Represents and advocates for Philanthropy WV and the philanthropic community.
- Serves as Philanthropy WV's chief spokesperson to diverse audiences with varied understanding of philanthropy (national, state, and local).
- Markets the organization as the statewide resource in philanthropy.

- Manages the public relations and perception of the organization; favorably positions it with various constituents, attracting new members, and engaging national funders/government grantmakers as partners with local philanthropy in West Virginia communities.

Cultivating a Culture of Service & Partnerships Excellence:

- Builds integrity-driven partnerships that cultivate a highly connected membership and stakeholders in order to build a strong philanthropic community in West Virginia and neighboring communities.
- Uses the integrity-driven partnership model to explore opportunities with peer organizations, the United Philanthropy Forum network, fellow nonprofits and funders, and other partners for new programming and communication opportunities on relevant national, state, regional, and local issues.

Resource Development:

- Secures the financial resources needed to execute the strategic plan, programming, and priorities of the organization.
- Transitions the organization to its new business model and accelerates the growth and diversification of members to engage the evolving and growing charitable giving and philanthropy sector.
- Ensures the organization is efficient and effective in staff leadership, utilizing technology, partnerships, and investing available resources in local businesses.

Operations:

- In partnership with the Director of Operations & Revenue, develops and manages the annual budget, monitors the financial impact of programmatic decisions, and allocates resources judiciously.
- Works collaboratively with the Director of O&R and the Board Treasurer on long-term revenue, investor stewardship, and operational needs.
- Supports and maximizes the use of efficient and cost-effective technology to manage the organization.