

October, 2015



West Virginia Community Development Hub

Position Description - Executive Director

The West Virginia Community Development Hub seeks an Executive Director to lead the organization during this crucial time for the state of West Virginia, during which The Hub aims to be a driving force behind community development efforts in a wide range of sectors and communities.

Purpose of position

The Executive Director of the West Virginia Community Development Hub, Inc. (The Hub), with oversight from the organization's Board of Directors, leads a statewide community development organization that coordinates the development and nurturing of a network of organizations and individuals in the region, and the improved alignment of community development efforts in the state.

Job Description

The Hub's Executive Director has the following responsibilities:

- Works closely with the Board of Directors and the Board's Governance Committee in determining organizational goals, objectives and activities;
- Provides supervision, guidance and mentoring to Hub staff and other support personnel such as contractors, VISTAs, and interns;
- Provides regular (no less than annual) evaluations of all staff members and sets staff compensation levels;
- Oversees the hiring all staff;

- Assures that Hub activities are in accordance with Hub policies and conducts regular updates of those policies (no less that every five years);
- Serves as the face of the organization and guides the recruitment of communities, organizations, agencies, businesses and individuals into the network;
- Convenes and facilitates conversations with community leaders to identify community challenges and opportunities;
- Convenes and facilitates, as appropriate, conversations among network partners to address those community challenges and opportunities;
- Works to build and strengthen relationships among network partners to assure their work is aligned, collaboration is enhanced, redundancies are eliminated and gaps are filled;
- Oversees the Hub's fundraising and development efforts;
- Oversees, in cooperation with the Operations Coordinator, the financial wellbeing of the organization, including budgets, reports, audits and contracts;
- Supervises, in coordination with the Director of Community Strategies, the design of Hub communities of place initiatives and the creation of initiative curriculum;
- Supervises, with appropriate staff, the selection and design of Hub communities of interest initiatives;
- Oversees, in cooperation with the Director of Community Engagement and Policy, determination of the Hub's policy priorities and the strategies used to pursue them;
- Oversees, in cooperation with the Director of Network Communications, the development of communications infrastructure for the Network;
- Oversees, in cooperation with the VISTA Director, the Hub's VISTA projects;
- Provides meeting coordination and facilitation to network partners and community groups;
- Determines and secures needed organizational and board development;
- Oversees evaluation of the Hub's work and related activities across the network; and,
- Oversees, in cooperation with the Director of Network Communications, the research, data and story aggregation, and production of an annual State of Our Communities Report.

Job Competencies and Attributes

To perform this job successfully, The Hub's Executive Director should demonstrate the following competencies:

- A commitment to helping the many organizations in the community development network collaborate effectively;
- A willingness to “give away” successful programs and initiatives, and to give a way any credit for their success;
- Ability and willingness to work in non-traditional ways and in a non-traditional organization;
- A commitment to sharing leadership with other Hub staff and to a team approach toward the Hub's work;
- A willingness to accept responsibility for failures;
- An optimism about the state, its communities and its people;
- A visionary leader with passion and optimism, who inspires respect and trust, and mobilizes others to fulfill the vision;
- A deep and creative thoughtfulness on the subject of community development;
- A creative problem solver who identifies challenges early and resolves them in a direct, collaborative, reasonable, and understanding manner;
- A deep understanding of, and practice in, cultural sensitivity and community diversity;
- An excellent listener, open to new ideas, with the ability to manage emotional challenges and avoid placing blame;
- Fulfills commitments, or communicates in a timely fashion as to why that fulfillment is delayed;
- Is punctual, dependable and diligent about attendance at meetings;
- Constantly seeks to improve the quality of the work of the Hub and its staff; and,
- Maintains a high level of professionalism while having the ability to connect with a wide variety of West Virginians of all socioeconomic and educational backgrounds.

Skills and Knowledge

The Hub's Executive Director should have the following skills, knowledge and attributes:

- A track record of success in grant writing and management and other forms of resource development;
- An experienced and dynamic presenter of information, both written and verbal, and an effective facilitator;
- Experience with, and knowledge of, the community development, community economic development and non-profit sectors;
- Experience with supervising and managing the work of others;
- Ability to manage multiple projects with diverse partners in a wide variety of geographic locations;
- Ability to analyze data, assess opportunities, innovate ideas, and think systemically;
- Comfortable with constant change and evolution and a willingness to explore new approaches and new technologies;
- A strong, self motivated work ethic and a willingness to work long hours, nights and weekends as needed;
- Experienced and capable in using a wide variety of computer-related programs and technology;
- Experienced in developing budgets and working within them; and,
- Prioritizes and plans work effectively and efficiently with a focus on performance and outcomes.

Education

A Bachelor's degree from an accredited college or university is required. A Master's degree preferred. A minimum of five years experience in a community development-related field is required. Experience in the nonprofit sector preferred.

Reporting Relationships

The Executive Director works directly with, and is accountable to, the Board of Directors, and is a non-voting member of the Board's Governance Committee.

Other Hub staff report to the Executive Director, who is responsible for hiring that staff, reviewing their performance, adjusting staff compensation as is appropriate, and taking disciplinary action as needed.

Review Process

The Executive Director is an at-will position and may be dismissed by the Board at any time, with or without cause.

An informal review of the Executive Director's performance will be conducted by the Governance Committee 90 days after the start of employment. The Board will conduct a formal, written review six months and one year after the start of employment. The Governance Committee will discuss that review with the Executive Director, who will then submit a written response to the full Board. From that point forward, the Board will review the executive director's performance and compensation package on an annual basis.

Applications will be accepted until the position is filled, with an expected start date of mid-2016.

Compensation will be in the range of \$60,000 - \$80,000 depending on the successful applicant's level of experience. A limited benefits package will be available.

Applicants should submit their resume with a cover letter and two examples of writing that demonstrate an understanding of community development concepts and an ability to communicate that, to info@wvhub.org. Please include "Executive Director Application" in the email subject line.
