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JOB DESCRIPTION: DIRECTOR OF PROGRAMS
FRIDAY, OCTOBER 14, 2016

The Organization

The WV Community Development Hub is a statewide nonprofit organization that helps communities and sectors come together to set goals for their future and connects them to the rich network of resources they need to meet those goals. Information on The Hub's work and our impact can be found at www.wvhub.org and wvhub.org/what-were-doing/the-hub-our-work-and-its-impact.

Job Description

The WV Community Development Hub is seeking to hire a Director of Programs starting immediately. This position will be focused on creating and managing an identified set of community development programs, including the third round of The Hub's Communities of Achievement (HubCAP) program. HubCAP III: Downtown Appalachia is a three-year, federally funded community capacity building program supporting downtown redevelopment initiatives in five southern WV communities.

The Director of Programs position will be focused on overseeing, directing and growing The Hub's sector development work. This work is focused on supporting partnerships that address sector-related community development needs in West Virginia communities (including but not limited to downtown redevelopment, small business growth, creative place-making and cooperative economic growth), identifying gaps in sector development and building collaborations to move forward opportunities for sector growth.

This position is considered a critical hire for The Hub. While we are looking for someone who has a broad range of skills and experience in program development, management and execution, we are in particular seeking a creative and engaged thought partner to help coordinate, direct and grow the work of The Hub over the next five years. This position will work in close partnership with the Executive Director to coordinate and manage each of The Hub's programs and to set the strategic direction for the organization moving forward.

We are looking for someone who loves working with a team, who is interested in exploring and implementing solutions-based strategies to promote community development in West Virginia, and who has the energy and interest to work directly with statewide leaders, community volunteers and a diverse and constantly growing group of stakeholders across the state.

This position is best suited for someone who has a passion for improving communities, is excited by the opportunity to take ownership of the work and to build solutions-oriented community development programs and partnerships, and is interested in potentially moving into a leadership position in the organization.

Applications will be accepted until October 31.

Scope of Work

- Create, manage and run HubCAP III: Downtown Appalachia Program
- Create and coordinate Community Coaches Training Program
- Coordinate and manage emerging initiatives and partnerships
- Support sector development capacity building activities and partnerships
- Provide support and guidance to executive director in development of programs (spanning all areas of The Hub's work) and strategic growth of the organization

Skills/Qualifications Needed

- At least 5 years of program development and management experience
- Fiscal / budgetary management experience
- At least 3 years of supervisory experience
- Familiarity with community development theory and practices
- Understanding of rural development challenges and opportunities.

- Beneficial but not necessary to have experience in downtown redevelopment and community development sector growth strategies (such as rail-trail development, small business growth and cooperative/profit-sharing economic development strategies)
- Deep understanding of issues, challenges and opportunities facing West Virginia communities is beneficial.
- Experience working with, supporting and directing volunteer teams. Demonstrable experience with community organizing a plus.
- Experience working within and leading collaborative partnerships
- Demonstrated ability to work well with wide variety of people and mitigate/negotiate conflicts between teams, partners and co-workers
- Ability to work at 10,000' analysis level and 10' program execution level required
- Experience with event organizing and facilitating meetings expected
- Strong writing skills with ability to write for multiple audiences/education levels
- Strong public speaking skills

Qualities Sought

- Humility and good humor
- Extremely self-directed. Accountable and does not expect to be told what to do - actively participates, seeks ownership of projects and has an interest in exploring new ideas, solutions and partnerships
- Critical and extremely creative thinker
- Strong skills working in a team-based environment
- Deeply and intuitively collaborative
- Comfortable thinking creatively and strategically about programs, activities, partnerships and organizational direction/growth
- Solutions-based perspective
- Willingness to give away credit and lead from behind
- Willing to travel extensively and work irregular hours (including some nights and weekends)
- Committed to equality and social justice - personally and professionally

Pay and Benefits

A competitive salary will be provided based on experience and qualifications. The salary range is \$40,000-47,000, and includes a strong benefits package, and generous vacation and holiday leave.

Location

The position will be based out of The Hub's Charleston office, located in the Charleston Area Alliance building. Candidate are expected to work full time from this office.

Hiring Timeline

Applications will be accepted until October 31, 2016. Anticipated start date is early December 2016.

To apply, please email a resume, a writing sample (no more than 4 pages), 3 references and a cover letter stating your interest in the position and clearly explaining your qualifications and experience to hring@wvhub.org. Cover letters should be no more than 3 pages. All materials must be received by 5 p.m. on Monday, October 31, 2016.

The Hub is committed to supporting inclusion and equality, through our work and through our hiring practices, and strongly encourages applications from women and people of color.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.

