

# The West Virginia Alliance for Sustainable Families Is Searching for a Motivated, Committed Executive Director

## *Position Description*

### **The West Virginia Alliance for Sustainable Families:**

The West Virginia Alliance for Sustainable Families (WVASF) is the statewide leader in coordinating training, resources and systems to support asset development, helping families transition from short-term emergency services to long-term wealth accumulation. This transition is supported through a combination of programs and partnerships including coordination of seven regional coalitions, providing services in every county across the state, to improve economic security for low to moderate income West Virginia families. For more information go to: [www.wvasf.org](http://www.wvasf.org)

Current areas of strategic focus include:

- Developing resources, training opportunities, and support service provider organizations to assist asset building capacity.
- Working with volunteers, funders, state and local agencies such as the IRS and the WV Department of Health and Human Resources providing leadership and strategic vision for the Earned Income Tax Credit (EITC) outreach campaign.
- Advocating policy objectives as determined by the coalition and Board of Directors.
- Coordinating financial independence education.
- Strengthening regional coalitions through increasing and enhancing membership.
- Providing additional support to improving training/development.
- Encouraging involvement from the business community/employers.

### **Executive Director**

Reporting to the Board of Directors, the Executive Director (ED) will have overall strategic and operational responsibility for the Alliance programs, staff and execution of its mission. S/he will develop deep knowledge of core programs, operations, and business plans.

### ***Responsibilities include:***

- Develop, maintain, and support a strong Board of Directors: serve as ex-officio of each committee, seek and build board involvement with strategic direction for operations.
- Collaborate with the WVASF Board to define strategic goals.
- Actively engage and energize volunteers, board members, event committees, partnering organizations, and funders.
- Serve as a resource to advance asset building efforts such as spell out then (IDA's) and savings bond purchases.
- Design and distribute marketing materials for WVASF initiatives.
- Support the work of the Internal Revenue Service (IRS) and the Volunteer Income Tax Assistance (VITA) sites.
- Plan and coordinate the statewide EITC Awareness Day (tax season kick-off), volunteer training events and statewide annual asset meeting.
- Maintain communication with the coalitions and attend coalition meetings across the state.
- Research potential funding sources.

- Write grant proposals and concept papers, and final reports, budget narratives, concept papers and other grant compliance documents.
- Monitor/track funds received and expenses.

***Essential qualifications and skills include:***

- Bachelor's degree, or equivalent work experience.
- Minimum of two years' experience in nonprofit leadership or applicable educational experience.
- A gift for communicating in a clear and compelling fashion including an ability to communicate complex issues concisely, both in writing and orally.
- Excellent interpersonal skills.
- Successful and demonstrable grant writing, fundraising and development experience.
- Ability to problem-solve creatively.
- Ability to manage budgets, daily finances and short and long-term financial planning.
- Ability to manage several projects simultaneously under deadline pressure.
- Exceptional organizational skills.
- Solid computer skills including knowledge of Microsoft Office suite (Word, PowerPoint, Excel and Publisher).
- Demonstrated commitment to social and economic justice
- An eagerness to work collaboratively as part of a small, fast-growing organization.

**Position Availability:**

Immediate opening. Posted until filled.

**Salary and Benefits:**

Commensurate with experience and negotiable.

For more information contact:

WVASF Board Vice President - Adrienne Worthy – [aworthy@lawv.net](mailto:aworthy@lawv.net)

Transition Partner – Jennifer Thacker, Executive Director, Good News Mountaineer Garage  
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