



## **The One Foundation - Position Description**

### **West Virginia Program Director**

**Location: West Virginia, 40 hours/week**

**Closing Date: September 30, 2019**

#### **Who We Are:**

The One Foundation is a family Foundation that supports partners primarily in southern West Virginia. We are committed to sustainability, equity, inclusion and service to others. In partnership we seek first light and common understanding, before we engage in support. For more information on our principles, please visit our website: [all-onefoundation.org](http://all-onefoundation.org).

#### **ABUNDANCE OF MERCY**

Nature is mercifully responsive to all our needs with its abundance. We acknowledge the gifts we have received and give with caring intention and intelligent execution.

#### **GROUND UP**

We give attention to the causes and seek to serve the roots, tending the ground of suffering within each reality.

#### **INSIDE OUT**

Wholesome honest giving starts from within where the caring heart seeks the clear vision for appropriate response. To be able to truly give, we need to develop compassion and heartfelt caring within as individuals and entrepreneurs.

#### **PARTNERSHIP**

Witnessing the interconnected reciprocity within each ecosystem, we engage in partnerships respecting all contributors to the evolving vision.

Most often, we work with partners over several years, starting first with development of shared vision, leadership development, building skills, offering technical assistance, and connecting our partners with one another. We work to empower our partners with the resources they need to identify and sustain their communities. This means energizing communities to understand their roots, connect their priorities to local solutions, and accomplish cumulative, long-term sustainable outcomes.

#### **Responsibilities:**

1. As appropriate and feasible, consult with the One Foundation Executive Director, founders, and deep partners to bring input and ideas to the co-design of how to develop our community and support active leaders in their missions. This may include: grantees, the Center for Resilient Communities, other funders, and more.



2. The West Virginia Program Director will take the lead with most of the WV Partners (at least 25), including providing assistance to build organizational capacity, advise on vision and strategy, connect to other partners, review progress, and develop requests for support, when appropriate. Interactions with partners will be uploaded to the ZenGine portal.
3. The WV Program Director will review all draft proposals and provide feedback to partners. Once final, this individual will write grant recommendations for the Grant Review Committee, take notes of the meeting, and draft grant letters. The West Virginia Director will maintain the annual budget/list of grantees, updated quarterly. This is the tool used to forecast awards and ensure the review committee is informed. This person will also participate on Advisory Committee calls.
4. The WV Program Director will update (in collaboration with 84 Agency and partners) the One Foundation website at least semi-annually, including reflections from Marz, expanded descriptions of a few partners, updates (additions/removals) of partners, etc. This includes providing text and photos to 84 Agency.
5. All general requests for information will be sent to the WV Program Director, who will respond accordingly.
6. The WV Program Director will work with WizeHive to ensure ZenGine (or other online portal) is up to date and remains useful to the Review Committee. If necessary, the Director will research a new online information tool/online portal.
7. The WV Program Director has a primary role in community-building and will take the lead on the Annual Gathering, including supporting the host community, logistics, agenda content, invitations/RSVPs, etc.
8. The WV Program Director will be the first point of contact for building relationships with strategic, non-grantee partners in WV (including state government, Appalachian Funders Network, community activists etc.). Strategic partners are defined as anyone who: 1) is aligned with our values and beliefs, 2) can benefit our partners through their engagement, and 3) advances our knowledge of philanthropy and doing this work differently.
9. The WV Program Director will collaborate with the Center for Resilient Communities, specifically support to Collaborative Lab and Attar Community Building Fellows, as feasible.
10. Travel as needed to complete these tasks.
11. Remain up to date on informed on the latest thinking regarding philanthropy, West Virginia, and related topics.



### **Competencies Required:**

- Shared vision, values, and beliefs with the One Foundation
- Excellent writing skills, including grant writing and review
- Excellent listening & observing skills; able to be objective/transparent with partners
- Experience supporting organizational capacity and leadership development, including giving feedback to advance learning
- Ability to think systems wide and strategically
- Experience setting goals and outcomes, and reviewing progress toward results
- Knowledge of West Virginia communities and a desire to serve them
- At least 5-7 years experience mobilizing/implementing community building on the ground, preferably in a leadership role in a local organization
- Demonstrated ability to work collaboratively with a team, often facilitating the team to move forward over difficult issues
- Demonstrated ability to be self-guided and work independently
- Humility, self-awareness, an open mind, patience, resilience, in tune with appropriate guidance, and a willingness to learn more
- Experience with philanthropy not required

### **Location:**

The successful candidate will be located in West Virginia. While the WV Director will be located close to their home, it is strongly recommended that the office is co-located, as much as possible, with a community-based partner, including sharing space and basic services (reception, conference room, copier, phone, etc.). One Foundation will establish an MOU with the community-based partner on an annual basis to cover related costs.

### **Compensation:**

Salary: \$65,000 — \$75,000, based on experience

Benefits include:

- Three weeks Personal Time Off (PTO)/year
- Health insurance
- Retirement

### **For more information or to apply, contact:**

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