



Community Development Partnerships Coordinator

The West Virginia Community Development Hub (The Hub) is seeking a Community Development Partnerships Coordinator to advance our work in building up the systems supporting West Virginians as they make transformational changes in their communities. The ideal candidate for the Community Development Partnerships Coordinator will be someone who is a planner and executor, with experience in managing programs that are built on strong external partnerships.

We strongly encourage candidates with diverse backgrounds to apply for this position. Our entire Hub team is committed to diversity, equity, and inclusion in our workplace and in communities, and we have support systems in place to welcome new staff members.

Who We Are

The Hub is a nonprofit organization that works annually with dozens of teams located across West Virginia to build local communities and economies. Last year, more than 6000 West Virginians were deeply engaged in this work. We also serve the organizations, funders, and other stakeholders that create an enabling environment for those residents to succeed. This enabling environment looks like: people who are experts on community and economy building collaborating to support residents; residents who possess the knowledge and connections to meet their community and economy building goals; funding flowing to community projects that need it most; public policies that address community challenges; and people who have shared mindsets to make all of the above possible.

The team at The Hub never goes it alone. We engage near to 200 partner organizations each year in our work, and these trusted relationships are at the foundation of our success. One of the most visible areas of our partnership-building work is our support for the [West Virginia Community Collaborative Network](#). This network has a 15-member steering committee and unites expert community and economy builders to address persistent challenges to growth in West Virginia.

The Community Development Partnerships Coordinator will work closely with Hub staff members to lead support for the West Virginia Community Collaborative Network and to manage a newly developing program partnership with the National Association of Counties (NACo). The Coordinator will also “stand up” or enact new programs and initiatives that require the input and coordination of many different partner groups.



The Community Development Partnerships Coordinator will receive training and mentorship using The Hub's unique approaches to building successful partnerships. Learn more at: <https://wvhub.org/history-and-approach/>.

What You'll Do

The Community Development Partnerships Coordinator reports to the Director of Strategic Leadership. You will be responsible for the following:

- You will execute deliverables, coordinate staff, and manage programs to achieve identified quarterly goals, as established in yearly strategic plans for the two programs under your role (*Community Collaborative Network and NACo Partnership*).
- You will build trusted relationships and partnerships with a wide range of stakeholders such as technical experts, nonprofit organizations, government agencies and officials, funders, and others responsible for rural community- and economy-building. These stakeholders will be working in West Virginia, the Central Appalachian region, and with rural communities across the nation.
- You will lead/facilitate meetings, moderate panels and discussions at conferences, and serve as a speaker on behalf of The Hub at many public meetings and events.
- You will create/edit written materials and presentations to support stakeholders in understanding objectives and opportunities.
- You will work closely with teams, leading discussions to support them in identifying a shared vision, coming to a consensus on decisions, and motivating them to stay in action to reach their goals.
- You will work with The Hub's team to start-up new programs and services that engage many different types of partners, including building relationships with new and existing groups; communicating goals and objectives; coordinating across partners to meet goals; and other activities related to collaborating with partners to complete projects.

Who You Are & Keys to Success (the must-haves)

To be successful in this job, you will excel in six areas:

1. **Relationship-Building:** You develop strong, collaborative working relationships with a diverse group of people. You are comfortable speaking with many different types of people, including speaking in front of audiences. You are a trusted confidant to many people.



2. **Systems-Thinking:** You enjoy learning about lots of new topics and connecting with people about their unique areas of knowledge and expertise. You enjoy discussing ideas, new opportunities, and possibilities for the future. You see connections where others may not, and you are excited to share those connections with others who may benefit.
3. **Executing:** You have the tenacity to take a written plan and (while working in a supportive team environment) make it come to life, including engaging people in substantive, trusted relationships as well as meeting objectives and goals. You pride yourself on your planning skills and your drive to follow through, even when challenges arise.
4. **Inclusive Leadership:** You approach leadership with a mindset of “power with” rather than “power over” and regularly include others in decision-making. You know you don’t have all of the answers, and you’re willing to actively collaborate with others to find solutions.
5. **Setting and Managing Priorities:** You have experience managing competing demands of your time, and are able to build your own systems to keep tasks from slipping through the cracks. You are a self-starter and are driven to complete work independently within a supportive team environment.
6. **Commitment to Equity:** You recognize the role of race, income, age, and other identities in addressing disparities. You recognize how your own identities show up in the work, and welcome, reflect on, and act on feedback with an eye toward continuous learning about race, ability, and other lines of difference.

If you were here right now, you would be:

- Making *lots* of new connections with partners working in the state, region, and nation who are focused on different approaches to rural community and economy building.
- Building trusted relationships with partner organizations and funders who are close in the work alongside The Hub team to support West Virginians in creating new futures for their communities.
- Serving as the lead West Virginia partner in the launch of the program partnership with the National Association of Counties, including participating in regular partner planning meetings, developing a strategic action plan for the program, and coordinating the staff to begin executing the program.
- Supporting the 15-member steering committee of the West Virginia Community Collaborative Network with their plans to bring more people into the network this year.
- Apprenticing with our staff members focusing on community development system-wide support and partnership building to increase your skills in this area and learn The Hub’s unique approach



What Else You Should Know

The salary for this position will be negotiated with the applicant and will be based on qualifications and experience. The expected starting salary will be between \$43,000 - \$50,000.

This position is full-time. The location for this position is flexible, but applicants must reside in West Virginia. The person in this role may be based out of The Hub's Charleston office, work on a remote basis, or a combination of in-person and remote.

Some travel and some flexibility in work hours are expected for this position. Willingness to travel is a must. The Hub offers a flex-time policy to accommodate work completed outside a typical workday. All travel expenses are reimbursable and travel may often be done in coordination with other Hub staff.

We are actively seeking to recruit diverse candidates for this position. We want The Hub to represent the diversity found in West Virginia communities accurately. We are seeking candidates that demonstrate diversity of perspective, experience, and culture. We strongly encourage applications from Black, Indigenous, and People of Color applicants as well as any applicants who are historically underrepresented in roles like this.

We strongly encourage applications from people who have a passion for this work, even if their professional experience does not align perfectly with the expectations listed. The Hub has a generous support system that includes a mix of paid professional development opportunities as well as training and support from fellow staff members.

The Hub is an equal opportunity employer. It is the policy of The Hub to create a favorable work environment in which all employees, regardless of race, color, ethnicity, sex, sexual orientation, gender expression, age, ability, or religious affiliation, can enjoy equal opportunities in their employment relationship with the organization.

How to Apply

Applications are due on/by midnight on Sunday, June 26th, 2022. Applications should be submitted via email to Katie Loudin at k.loudin@wvhub.org with the subject line "Community Development Partnerships Coordinator" and the following documents attached:

- Cover letter explaining your interest in this position and your relevant skills, expertise and experience



- Resume
- A writing sample that demonstrates your ability to develop program-related materials, or a writing sample (no more than 3 pages) that demonstrates your writing and critical thinking skills. Writing sample must be current (created within the past year).

If you have a question about qualifications or what is needed for this role, please contact Katie Loudin at k.loudin@wvhub.org or 304-613-3746.

Hiring Process

All applicants will be notified via email if they are being considered for an interview. Expect to receive email communications from Katie Loudin at k.loudin@wvhub.org. There will be two rounds of interviews for select applicants, and all applicants participating in the interviews will receive questions in advance. This position is expected to start by August/September 2022.