



## EXECUTIVE DIRECTOR – West Virginia Voluntary Organizations Active in Disaster (WV VOAD) Position Description

### WORKING AT WV VOAD

WV VOAD is a humanitarian association of independent organizations that may be active in all phases of disaster. We are West Virginia's VOAD and like the VOADs from other states our mission is to identify unmet needs and facilitate efficient, streamlined service delivery to those imperiled or impacted by disaster while eliminating duplication of effort through cooperation, communication, coordination, and collaboration in the four phases of disaster: preparation, response, recovery, and mitigation.

**The Executive Director.** The Executive Director is the key management leader of WV VOAD and reports directly to the Board of Directors. This position is responsible for overseeing the administration, financial management, programs, relationships with WV VOAD members, and strategic plan of the organization. The Executive Director has the ultimate responsibility to see that WV VOAD's mission is successfully accomplished.

The Executive Director is a permanent, full-time, exempt position at WV VOAD's offices in Belle, WV with a salary range of \$60,000 to \$65,000 per year.

**Equal Employment Opportunity.** WV VOAD provide equal employment opportunities and applicants for employment without regard to race, color, religion, sex, national origin, ancestry, age, disability, veteran's status, or any other legally protected status in accordance with applicable state or federal law.

### ROLES & RESPONSIBILITIES

#### **Essential Functions – General Responsibilities**

- Responsible for leading WV VOAD in a manner that supports and guides the organization's mission as defined by the Board of Directors
- Responsible for communicating with the Board and providing the information necessary for the Board decision making

- Responsible for supervising the WV VOAD staff
- Responsible for helping coordinate VOAD member responses to natural disaster in West Virginia
- Coordinates the interactions and relationships with WV VOAD member organizations

#### **Essential Functions – Financial Performance and Viability**

- Responsible for developing revenues necessary to support WV VOAD’s mission.
- Responsible for the financial integrity of WV VOAD, to include submission to the Board of proposed annual budgets and monthly financial statements
- Responsible for financial management of WV VOAD

#### **Essential Functions – Organization Mission and Strategy**

- Works with the Board and staff to ensure that WV VOAD’s mission is fulfilled through its programs, plans, and community outreach.
- Responsible for implementation of WV VOAD’s programs
- Responsible for WV VOAD’S strategic plan development, the implementation of the strategic plan, and evaluation
- Responsible for the enhancement of WV VOAD’s image by being active and visible in the community and by working closely with other agency, civic, nonprofit and private organizations

#### **Essential Functions – Organization Operations**

- Responsible for the hiring, supervision, and retention of staff
- Responsible for administration of WV VOAD’s programs and operations.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

#### **Essential Functions – Other**

- Reports to and works closely with the Board of Directors to seek their involvement in policy decisions, and to increase the overall visibility of the organization.
- Supervise staff.
- Serve as WV VOAD’s primary spokesperson to the organization’s constituents, the media and the public
- Establish and maintain relationships with various organizations and utilize those relationships to strategically enhance WV VOAD’s mission
- Oversee organization Board and committee meetings.
- Establish employment and administrative policies and procedures for all functions and for day-to-day operations
- Review and approve contracts for services
- Other duties as assigned by the Board of Directors.

## QUALIFICATIONS/SKILLS

### Required Education/Experience

- Bachelor's degree in a related field, e.g., social work or three years or more of equivalent experience working with volunteer groups and nonprofit organizations
- Experience managing a nonprofit organization
- Excellent written and oral skills, outstanding organizational skills, and strong facilitation skills
- Experience in the supervision of staff
- Proficient in Word and Outlook
- Experience in program development and management

### Preferred Education/Experience

- Master's degree in business, accounting, or finance
- Three or more years of nonprofit fund raising
- Five or more years running a nonprofit organization
- Strong familiarity with the business applications of social media platforms (Facebook, Twitter, YouTube, LinkedIn, etc.)
- Proficient in Word, Excel, and Power Point
- Good photography and/or videography skills
- Grant development and management experience
- Experience working with governmental agencies
- Experience working with the faith community
- Familiarity and Appalachia and its culture

**Required Certificates/Licenses:** Must have a valid driver's license and automobile insurance.

### Background Checks and References

- Applicants are required to provide references with their application
- The selected applicant will be required to pass a rigorous background check

### Work Environment/Physical Demands

- All WV VOAD employees have regular and recurring emergency management responsibilities, though not every position requires routine deployment to disaster sites
- Employees may be required to work irregular hours, weekends, and holidays; work at locations other than the official duty station across the State of WV, and may include duties other than those specified in the employee's official position description
- Travel requirements in support of emergency operations may be extensive in nature (days to weeks), with little advance notice, and may require employees to work in emergency sites with physically austere and operationally challenging conditions
- Must own reliable transportation and be able to operate a vehicle as local travel is required
- Ability to walk and work in and around active construction sites

**APPLICATION SUBMISSION:** Applications should be emailed to [hr@wvoad.org](mailto:hr@wvoad.org).