



Position Profile
President & Chief Executive Officer
Philanthropy West Virginia

Philanthropy WV Seeks Relationship Builder for President & CEO Role

Philanthropy West Virginia (PWV) is seeking a dynamic, action-oriented President & CEO who is eager to build relationships, engage the West Virginia philanthropic community, and foster collaborative efforts to improve our state. This is an outstanding opportunity for an innovative leader who enjoys building relationships and co-creating opportunities with a diverse membership. The next leader will be influential in guiding the organization in its next stage of evolution, supporting new and existing members, and launching new opportunities to improve the quality of life for the Mountain State's people and communities.

Philanthropy WV Overview:

PWV is a place-based network of philanthropic organizations and individuals who maximize their impact by connecting and collaborating. The organization centers its work around building relationships between and among members so that we can learn from each other, build a deeper understanding of issues facing West Virginia, and improve our state by maximizing our resources and encouraging others to invest in West Virginia. PWV's members include a wide variety of grantmaking organizations, giving programs, corporate funders, and individual philanthropists, who care deeply about our state. The organization has a long history and reputation for positive impact in the state and across the nation's philanthropic membership organizations. PWV is an active member of the United Philanthropy Forum, a robust national network of other regional and national Philanthropy-Serving Organizations (PSOs). The organization is comprised of a small staff team, a board of fourteen members, and numerous volunteer leaders. PWV values fostering a diverse, equitable and inclusive philanthropic community.

Position Overview & Initial Priorities:

The President & Chief Executive Officer provides leadership and direction that contributes positively to the organization's development and sustainability, positions the statewide leadership organization as a launch point for philanthropy in the Mountain State, and fosters effective partnerships with staff, board members, organization members, partners, and local and national funders/government/business.

After conducting an in-depth assessment of PWV's work through a member survey, member focus groups, and discussions with key leaders, the Board of Directors has identified strategic priorities/themes to help guide the organization's future work. Philanthropy WV will center its work around building relationships between and among members so that members can learn from each other, build a deeper understanding of issues facing West Virginia, and improve the state by maximizing our resources and encouraging others to invest in West Virginia. To implement this strategic focus in 2025, PWV will focus on:

- Regular meetings and engagement with members, individually and in groups.
- Piloting collaborative learning and response around issues of common interest among members.
- Connecting members with other funders, inside and outside of the state, who can inform each other and invest together.
- Planning and presenting an annual conference that fosters connections.
- Ensuring that 2025 will be the year when members come together to envision the future of the organization and West Virginia philanthropy.



Key Responsibilities
President & Chief Executive Officer
Philanthropy West Virginia

Relationship Building – Connecting and Collaborating:

- Initiates regular meetings and engagement with all members, individually and/or in small groups.
- Leads efforts to foster collaboration around issues where there is membership interest.
- Connects members with local, state, and national funders who can inform one another's work and invest together.
- Oversees planning and presentation of an annual conference as an opportunity to foster connections.
- Works with the Board and membership to curate and deliver services based on member needs and interests.
- Connects with local, regional, and state leaders to learn about critical issues facing West Virginia and impacting philanthropy.

Communications:

- Communicates the value of the organization, focusing on a sense of place, and how members and other stakeholders can work together to improve West Virginia.
- Develops messaging, written and verbal, to build engagement and collective ownership in the organization.
- Represents and advocates for Philanthropy WV and the philanthropic community.
- Serves as Philanthropy WV's chief spokesperson to diverse audiences with varied understanding of philanthropy (national, state, and local).
- Markets the organization as the statewide resource in philanthropy.

Resource Development:

- Mobilizes funding resources through a fundraising campaign and creative revenue generation that enables the organization to deliver value and impact to members and to West Virginia.
- Seeks and write grants to advance the organization's mission.
- Leads the membership renewal process and proactively seeks new member organizations.
- Diversifies revenue sources and encourages investment in West Virginia.

Board and Committee Relations:

- Works with the board of directors, committees, and working groups to effectively implement and advance Philanthropy WV's mission, vision, values, and goals.
- Identifies and communicates key issues, recommends strategies to address them, and develops the appropriate action plans and partnerships needed to achieve the organization's strategic goals.
- Prepares for and provides support and follow-up for board and committee meetings; implements policies and directives authorized by the Board.

Representation and Advocacy

- Strengthens ties with other organizations consistent with PWV's mission while helping PWV take a leadership role in the broader collaborations and partnerships in which it participates.
- Develops and implements an advocacy agenda related to the philanthropic sector that incorporates the needs and interests of members.

- Alerts members to opportunities to communicate with policy makers on issues of interest or concern to the sector.

Finance/Operations Management:

- Oversees the development and management of the annual budget and monitors the financial impact of services.
- Authorizes expenses and manages cash flow, grant financial reporting, and budget forecasting.
- Maintains administrative and personnel policies.
- Ensures the effective operation of the organization including but not limited to areas of technology, communications, and human resources.

Candidate Profile:

Ideal candidates for this position will demonstrate an ability to quickly integrate into the role in order to be an engaged, inspiring, and collaborative leader. PWV is seeking candidates with a variety of experience and attributes with emphasis on the following:

- 7+ years of experience in nonprofit, philanthropic, foundation and/or business sectors with a proven record of executive leadership.
- Skilled in relationship building with a proactive mindset in establishing and strengthening relationships.
- Demonstrated history of providing entrepreneurial vision and strategic leadership and translating that vision into concrete strategies that advance the mission.
- Ability to be passionate and visionary about philanthropy and West Virginia communities and mobilize the Board and staff around that vision.
- Ability to balance operating at the strategic level while attending to day-to-day operations.
- Previous success in resource and fund development including grant writing.
- Excellent organizational skills; ability to multi-task and manage multiple projects.
- Understanding of financial management practices that guide nonprofit and philanthropic organizations.
- Knowledge of the philanthropic landscape in West Virginia, Central Appalachia, and/or rural communities.
- A successful track record of collaborating with other organizations and individuals.
- A consensus builder who sees the issues, patterns and challenges and who takes the initiative to bring people along in the decision-making process.
- An understanding of and interest in local, state, and national issues that impact philanthropy.
- Ability to steward a committed volunteer Board and maximize its effectiveness.
- Minimum of Bachelor's degree required in relevant sector.
- Comfortable working varying hours, including nights and weekends as needed.

This is a full-time exempt position and reports directly to the Board of Directors. Acknowledging the evolving work environment, the position is fully remote with a preference for candidates residing in West Virginia to allow for seamless travel to in-person gatherings. The salary range for the position is \$84,000 to \$94,000/year along with generous benefits, including health, dental, and life insurance, PTO, and 401K retirement plan with employer contribution. Philanthropy West Virginia is an equal opportunity employer and is committed to practicing diversity and inclusion through an inclusive work environment.

Application Process

To apply, submit a cover letter and resume to: careers@philanthropywv.org. **Applications for priority consideration are due by October 28th, 2024.** Applications will be considered on a rolling basis after this date until the position is filled.