



## **Executive Director Job Description**

**Position:** Executive Director  
**Classification:** Exempt  
**Reports to:** Board of Directors

### PURPOSE:

The Executive Director of the West Virginia Nonprofit Association (WVNPA) is responsible for the WVNPA's organizational success by providing strategic, operational, ethical, and inspirational leadership consistent with the mission, values, policies, applicable laws and regulations, and contractual obligations of WVNPA. The Executive Director reports to the WV Nonprofit Association's Board of Directors. The work and goals of the Executive Director will be outlined in the collaborative work of the WVNPA's Board and the identified needs of the nonprofit sector. The Executive Director must reside in West Virginia and have the ability to work from a home-based office. The Executive Director is expected to travel frequently in the state to build relationships with current and prospective members, secure funding for the organization, and provide educational workshops and training programs.

Minimum of a bachelor's degree in a related field (public relations, communication, business, social work, law, etc, etc.) with at least 5 years of nonprofit experience.

### SPECIFIC RESPONSIBILITIES:

1. Effectively work with WVNPA Board of Directors and Committees to fulfill mission and vision and ensure that policies are implemented and followed.
2. Advance development of nonprofit association network throughout the state through outreach, collaboration, and sharing.
3. Seek opportunities to strengthen the visibility and credibility of WVNPA with key audiences and stakeholders, including regularly visiting and building positive relationships with nonprofits organizations, funders, public officials, etc.
4. Oversee the hiring, supervising, and training of all staff.
5. Work to actively build the membership base as well as building the value members find in belonging to WVNPA.
6. Advocate for and represent WVNPA members in dealing with government, private funders, and community stakeholders.
7. Develop and implement operational plans for achieving program objectives for public policy, group buying, training/education, organizational development, communications, and other WVNPA initiatives.

8. Develop and maintain consistent revenue streams to fund WVNPA activities and programs through both earned income, strategic fundraising, and contributed sources.
9. Ensure that day to day fiscal affairs, including cash management, revenue, expenses, budgeting, grants and grant management, etc. are handled with highest integrity with respect to fiduciary responsibilities and organizational policy.
10. Maintain healthy and positive workplace environment that attracts quality people.
11. Other duties as assigned.

**QUALIFICATIONS:**

- Ability to take on an organization-wide perspective
- Understanding of the external environment
- Self-starter
- Passion for the organization's mission
- Ability to accept and motivate others
- Ability to think strategically but implement tactically
- Financial acumen
- Ability to listen and collaborate
- Strong fundraising skills
- Strong communication skills, oral and written
- Strong computer skills
- Attention to detail
- Sound judgment
- Persistence

**SALARY RANGE:**

\$62,000 - \$67,000 plus competitive benefits package

**Interested candidates will submit their resume, cover letter, and three references to Board Chair Margaret O'Neal at [moneal@unitedwaycwv.org](mailto:moneal@unitedwaycwv.org).**