

**Executive Director
Position Description**

Agency: West Virginia Commission for National and Community Service (dba Volunteer West Virginia)

Reports To: Governor-appointed, bipartisan Commission

FLSA Status: Exempt

Civil Service Status: This agency is not part of the Classified Service. All positions are will and pleasure positions and also dependent on federal, state and grant funding.

Salary: Dependent on experience; full benefit package.

Summary: The West Virginia Commission for National and Community Service (dba Volunteer West Virginia) is the state's volunteer agency. This small staff of approximately 8-11 individuals administer approximately \$6 million in federal and state funding annually and operate a wide variety of partnership development, community development, and volunteer programs. Supported by the Department of Arts, Culture and History, the agency implements a three-year state service plan which sets priorities for the agency. We administer the AmeriCorps national service programs; support non-profits by providing capacity building training; promote and develop disaster volunteer response networks; and, develop civically engaged leaders in West Virginia communities.

The Executive Director of the agency is hired by a Governor-appointed, bipartisan group of volunteer state service Commissioners. Commissioners have responsibility for hiring and oversight of the Executive Director, who oversees the work of the agency and staff.

JOB SUMMARY: The Executive Director provides leadership for the organization in accordance with the policies and objectives established by the Board of Commissioners to promote the overall vision, direction, health and growth of the organization and of national service and volunteerism in West Virginia. We are a small state agency and this position manages day-to-day financial, operational and administrative functions of Volunteer West Virginia, as well as providing critical vision, leadership, direction and accountability for meeting state service goals and compliant, ethical use of state and federal resources.

The successful candidate will be a self-motivated, hands-on, organized professional with a positive, can-do attitude. She/he must enjoy the challenges and rigors of a growing and evolving service-oriented organization, be comfortable operating in a complex environment, and enjoy working with a variety of organizations, including small grassroots community organizations and organizations that operate nation-wide. Flexibility, focus and commitment to the goals of Volunteer West Virginia will be critical.

SUPERVISION RECEIVED: Supported by a Governor-appointed Board of Commissioners and provided administrative support via the Curator of the Department of Arts, Culture and History.

SUPERVISION EXERCISED: All agency staff (8-11 employees)

ABOUT VOLUNTEER WEST VIRGINIA:

Volunteer West Virginia's mission is to strengthen communities through service and volunteerism. We provide training, recognition, and act as a central site for volunteers and volunteer programs to help them strengthen their communities. Designated as the State Service Commission for West Virginia in 1994, Volunteer West Virginia has 25 years of experience leading our state's service efforts.

The agency has a history as a convener of national service partners, community development, and volunteer management agencies. The agency has a legacy of funded programs providing direct, critical support where it is most



needed including 25 years of support for programs like Energy Express, AmeriCorps and the Governor's Volunteer Service Awards.

Volunteer West Virginia works with the State of West Virginia to support state and voluntary disaster response and recovery efforts, and assist with volunteers before and after a disaster, support the state's Community Emergency Response teams, and operates the state's individual and community preparedness education program, ReadyWV. Committees operated by Volunteer West Virginia include the Governor's Service Award Review Panel; WV's Promise, the Alliance for Youth; the West Virginia Early Childhood Advisory Council; and, an independent non-profit agency managed by a separate board of directors.

Our AmeriCorps portfolio is worth more than four million dollars in federal funds and includes a wide variety of programs, ranging from 5 AmeriCorps members to more than 500 summer AmeriCorps members. The agency also operates the state's largest AmeriCorps VISTA project, WV's Promise, the Alliance for Youth, which engages 26 VISTAs year-round and approximately 100 Summer Associate VISTA members.

At Volunteer West Virginia, we are committed to being an exemplary employer, where our employees are our greatest asset. We promote a healthy and collaborative work environment with opportunities for growth. Volunteer West Virginia is guided by the following values:

- We believe in the power of people to make their communities better.
- We believe voluntary service is a powerful tool for community change.
- We believe that by working together we get more done and the solutions are better.
- We believe in giving taxpayers their money's worth.
- We believe in taking care of ourselves and each other.

RESPONSIBILITIES

General Administration:

- Provide direction and leadership toward the achievement of the organization's philosophy, mission, strategy, and its annual goals and objectives.
- Exemplify a commitment to achieving the highest level of performance, driving operational excellence and providing a solid financial footing for the organization.
- Implement, test, correct, and evaluate financial, operational and administrative programs.
- Develop and utilize existing fiscal controls, accountability, budget reporting; and approval of all operational expenditures (under the oversight of the Finance and Audit Committee and state of West Virginia rules, processes, and procedures and working within a Shared Services environment.)
- Ensure appropriate completion of required weekly reports to the Department of Arts, Culture and History, quarterly reports to the Board of Commissioners, and annual reporting to the Corporation for National and Community Service, the West Virginia House of Representatives, West Virginia Senate, Governor's Office and other funding sources of the organization.
- Ensure compliance with, and submission of, all reports and forms pertaining to Federal, State and local governmental requirements expected of nonprofit organizations.
- Ensure compliance with all CNCS-required and other grant reporting.
- Provide leadership, direction and guidance of the organization's activities as well as support for implementation and maintenance of the programs and services of the Commission.

Finance, Human Resource, Technology and Development:

- Build organizational infrastructure to support Volunteer West Virginia's work, human resources, facilities, technology and finances and to ensure that each of these systems exceeds expectations for compliance with federal and state policy.
- Manage the human resources of the organization according to authorized personnel policies and procedures and applicable laws and regulations. This includes oversight and evaluation of up to 11 professional staff members, in a positive, creative, and effective mission-driven public service agency.
- Provide leadership to the board of Directors for Volunteer West Virginia, Inc. a separate and independent 501(c)3 nonprofit organization, which operates in support of the state agency.
- Support 15-25 Governor-appointed Commissioners in developing a strategy for service in West Virginia.

Budgetary Monitoring and Strategic Planning

- Oversee approximately \$5 million in federal, state and local match funding for AmeriCorps programs, nonprofits and volunteer projects in addition to an approximately \$1 million dollar administrative budget.
- Develop and implement strategies to maintain or expand funding of Volunteerism and AmeriCorps, with special focus on diversifying revenue sources.
- Lead successful statewide initiatives in support of volunteer service from conceptualization through partnership and resource development, communications, implementation and evaluation.
- Oversee and deliver state budget narrative and budget request preparation and submission annually.
- Coordinate with Finance & Operations Director to conduct quarterly reconciliations of budget to actuals.
- Coordinate with Commission Finance and Audit Committee to conduct annual testing of internal controls and payment procedures.
- Assess organization strengths, weaknesses, threats and opportunities and provide critical analysis and continuous-improvement processes.

Community Outreach and Public Relations

- Serve as a representative of the Commission to the public, governmental, nonprofit, business, community and civic and voluntary organizations and report to their members on the performance of the Commission functions.
- Coordinate Legislative Outreach efforts in consultation with Commission public policy committee and state and national stakeholders.
- Develop and cultivate strategic service partnerships.
- Speak regularly and passionately about the value of service and volunteerism.
- Develop and implement a strategy to grow and strengthen service opportunities and volunteerism throughout West Virginia.

Recommended Qualifications

1. Bachelor's degree in social sciences or related field is required. Coursework including business or public administration, accounting, or organizational psychology preferred. Master's degree or at least five years of experience operating a national service program is preferred.
2. Five years management experience operating in a complex work environment in public service, nonprofit agencies or other community-focused organization(s).
3. Demonstrated ability to lead staff, volunteers, and other groups as a collaborative and facilitative partner.
4. Understanding of, and commitment to, Volunteer West Virginia's mission, strategies, and to all its programs and initiatives.
5. Experience managing federal grants and programs.
6. Demonstrated experience using and learning new software programs for project management. Advanced Excel use is necessary for successful performance.

Other Desirable Experience and Skills

1. Must thrive in a work environment of significant growth, development, and change.
2. Willing to travel for grantee monitoring visits and special events up to 25%, both in and out of state.
3. Strong verbal and written communication skills.
4. Excellent customer service skills.

Knowledge and Abilities Desired

1. Knowledge of best practices in federal grants management.
2. Knowledge of best practices in accounting, budgeting, and/or auditing and fiscal monitoring.
3. Knowledge of federal regulations and other federal grant directives; knowledge of OMB Uniform Grant Guidance (formerly OMB Circulars) is preferred.
4. Ability to coach grantees and/or other organizations, particularly related to fiscal and programmatic compliance issues.
5. Ability to research, interpret, apply, and communicate complex regulations, policies, and procedures.
6. Ability to communicate effectively orally and in writing; to exercise sound judgment in making critical decisions; to analyze complex information and develop plans to address identified issues; and, to effectively demonstrate negotiation and facilitation skills.
7. Ability to define problems, collect data, establish facts, draw valid conclusions and provide recommendations.
8. Ability to manage and prioritize work in an environment of significant growth, development, and change.
9. A strong passion for supporting a portfolio of organizations with diverse community driven missions, and an ability to work with a variety of organization types (faith-based and community organizations, federal/state/local governments, colleges/universities).
10. Intellectual curiosity, creativity, high-energy, persistent, quick study, positive attitude.
11. Excellent time management and organizational skills, detail oriented, and the ability to work both independently with general supervision and as part of a project team.

12. Ability to think strategically in relationship building and partnership development, problem solve, and navigate difficult or highly technical scenarios with partners.
13. Ability to relate to, and engender trust with, diverse others regardless of culture and background, age, gender, sexual orientation, race, ethnicity, religion or faith background, socioeconomic status, political affiliation or other types of diversity.
14. Ability to manage multiple tasks simultaneously and meet multiple deadlines.
15. Ability to exercise sound judgment in making critical decisions; to analyze complex information and effectively communicate it to others.
16. Strong interpersonal skills to develop and maintain cooperative, professional and productive work relationships with others.

HOURS:

A minimum of 40 hours per week, with prompt regular attendance, occasional evening, early morning and weekend engagements required.

ESSENTIAL FUNCTIONS:

Ability to deal effectively with stressful or emotionally difficult situations; ability to travel statewide or further for required meetings and conferences.

Candidate is required to successfully complete a full National Service Criminal History Check prior to start date.

PRINCIPAL WORKING RELATIONSHIPS:

Board of Commissioners; Board of Nonprofit Directors; Curator and staff at Department of Arts, Culture and History; America's Service Commission Staff; Corporation for National and Community Service staff; National Service program staff; AmeriCorps members; Community Organizations; Elected Officials; State Agencies; and, the general public.

WORKING CONDITIONS:

Work performed in an office setting with word processing and data entry done at a computer terminal. Filing of records requires some stooping, bending and reaching. Occasional assignments that require one to be out of doors in temperatures ranging from 32° F to 90° F. Work is of medium demand: stands, sits and walks most of the time on duty; talking and hearing essential for conferring with staff, programs, and the general public.

All of the above duties and responsibilities are essential position functions subject to reasonable accommodation. All position requirements listed indicate the minimum level of knowledge, skills and/or ability deemed necessary to perform the duties proficiently. The position description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Individuals may be required to perform other position-related instructions as requested by their supervisor, subject to reasonable accommodation. This position description is not all-inclusive.

SALARY RANGE:

We offer a competitive salary, comprehensive benefits, flexible scheduling and meaningful work in an environment that values excellence.

OFFICE CULTURE:

Volunteer West Virginia is a small state agency within the Division of Arts, Culture and History. Our agency is headquartered in Charleston on Capitol Street and offers a flexible and accommodating work environment. Volunteer West Virginia is committed to hiring practices that support the values of a diverse workplace and reflect the makeup of the West Virginia communities it serves. Volunteer West Virginia does not discriminate on the basis of race, creed, color, national origin, sex, gender, sexual orientation, marital status, age, political affiliation or religion, in accordance with non-discrimination requirements of applicable statutes and in accordance with our agency values and principles. Volunteer West Virginia welcomes applications from people with disabilities and will make reasonable accommodations upon request.



APPLICATION INSTRUCTIONS:

To apply, send a cover letter and résumé to moya.doneghy@wv.gov .

Please include "EXECUTIVE DIRECTOR SEARCH" in the subject heading. Interested individuals are encouraged to apply as soon as possible.

In the current COVID-19 crisis, the selection process is likely to take considerably longer than anticipated.

Applications will be considered until an applicant is selected.

All applicants will be notified when the search is complete.

For more information about Volunteer West Virginia, please visit www.volunteerwv.org.

This job opportunity is not in the classified service and not covered under the Administrative Rule of the WV Division of Personnel.