

## Healthy Kids and Family dba Our Future West Virginia

1506 Kanawha Blvd. W, Charleston, WV 25387

### Job Posting for Executive Director

*Accepting Applications until Position is filled.*

*Email Cover Letter and Resume to:*

*hiring@ourfuturewv.org*

#### Our Future WV Mission Statement

*Our Future West Virginia meets folk where they are, helping communities build local power to upend oppressive systems around them. We envision a West Virginia where EVERY person has the justice, dignity, and equity needed to thrive.*

#### About OFWV

Our Future West Virginia is a statewide non-profit, working on local and state issues of Civic Engagement, Education, Healthcare, and Environmental, Racial, Economic, and Social Justice. We work to change the balance of power through grassroots led policy change, developing local leadership, and bringing diverse voices together. Our vision is a thriving West Virginia where everyone is guaranteed justice, dignity, equity and a voice in determining their future. We strive to change the balance of power in West Virginia through civic engagement, grassroots-led policy change, developing local leadership, and bringing diverse voices together.

#### The Position

**The main job of the Executive Director (ED) is to build power alongside everyday West Virginians to win local and statewide social change.** The ED reports to the Board of Directors. Under the guidance of the board, the ED has overall responsibility for OFWV's staff, programs and execution of its mission. Working closely with staff, the ED will ensure the following:

#### ***Leadership & Management:***

- Promote, embody, and defend the organization's vision and mission, inspiring confidence in the organization, internally and externally;
- Engage and collaborate with community members, funders, partnering organizations, and state leaders; recruit, develop, and lift up the leadership of working families and vulnerable people in everything we do;
- Develop and support a strong board of directors; our board of directors, like all our leadership teams, should look like the change we are fighting for, with a majority low-income, people of color, and other under-represented voices;

- Hire, lead, coach and develop our top-notch staff , while ensuring a respectful, collaborative and productive workplace;
- Make OFWV a model organization that represents in its policies and procedures the change we are fighting for; and
- Install and monitor effective systems to track progress, evaluate programs and measure successes that can be effectively communicated to the board, funders and other constituents.

### ***Fundraising & Communications:***

- Work with staff, the board, and partners to raise money from diverse sources to support our existing and future program goals and operations; and spread resources to community-driven efforts through re-granting;
- Refine our communications strategy to achieve recognition, engagement and support for the organization and its initiatives; and
- Tell great stories about our organization, our partners, and the grassroots leaders who are our lifeblood; find ways to unify, streamline and embolden our communications.

### ***Planning & Development:***

- Conduct regular, energizing assessments and strategy sessions with a mixture of Board, staff, partners, and community leaders;
- Make sure our staff and their families have the resources, support, and opportunities we work to ensure for all families; develop policies, practices, and structure that gives staff the tools to lift up marginalized and oppressed communities and individuals, and themselves.
- Manage the pace of change – learning how to take calculated risks to “seize the moment” while sustaining current efforts.

### **Qualifications**

Any combination of education and experience equivalent to a Bachelor’s degree with five years’ recent relevant experience is required.

Desired qualities, experience and qualifications include:

- A strong background in management of nonprofit programs/organizations, including fundraising and grant writing;
- Ability to multitask programs/grants, Knowledge of Quickbooks;
- Must have good working knowledge of Google Workspace and Email Marketing platforms
- Strong written and verbal communication skills; a persuasive and passionate communicator with good interpersonal skills;
- Action-oriented, adaptable and innovative;
- A track record of organizing low-income and other marginalized people for lasting social change;
- Deep understanding of the Appalachian people and the issues they face;
- Ability to form and sustain good working relationships at all levels: staff, board, funders, community members, partner organizations and government agencies;
- Ability to communicate, work with, empower, and relate to people from all walks of life in a genuine way;

### **Salary, Benefits, and other Details**

- The Director will earn \$50,000-\$55,000 (commensurate with experience), plus health benefits, generous paid time off and family leave, and reimbursement for all travel and on-the-job expenses.
- The OFWV main office is in Charleston, and the Director should expect to be in the office at least two days per week at the office. Also, this position will require frequent travel statewide.

***Accepting Applications until position is filled. Review of applications begins October 16, 2023.  
Email Cover Letter and Resume to: [hire@ourfuturewv.org](mailto:hire@ourfuturewv.org)***

Please include the following in your application:

- Resume
- Cover letter that tells us who you are, what matters to you, and why you would be excited to take on this role.
- Two professional references

*For more information about the organization or the position, please inquire at [hire@ourfuturewv.org](mailto:hire@ourfuturewv.org).*