



STAFF JOB DESCRIPTIONS:

PRESIDENT & CEO - Position Description:

SUMMARY: The role of the President & CEO is to support organizational sustainability, and promote its statewide leadership in the field of philanthropy. To advance Philanthropy West Virginia's mission and values, the President provides strategic leadership and fosters strong member relations. The position requires a highly motivated and entrepreneurial individual who thinks strategically and creatively, is proactive in anticipating and responding to the needs of members, and has strong knowledge of the nonprofit sector.

Founded in 1993, Philanthropy West Virginia is committed to serving WV community, private, and corporate foundations, other grantmaking organizations, and private philanthropists. Our mission is "Strengthening Philanthropy in the Mountain State". It is one of 33 regional associations of grantmakers in the United States and is an active member in the Forum, the national network of regional associations. Philanthropy WV is governed by a board of directors including approximately 15 volunteers selected by the membership and is supported by dues, grants, sponsorships, program fees, consulting services, and numerous other income streams. Philanthropy WV's services are delivered in four primary areas similar to the four cornerstones of a house:

- *Education, Professional Development & Best Practices for its members and the public*
- *Convening/ Collaborative Opportunities among its members and other partners/ general public*
- *Public Policy & Government Relations on the local, state and national levels*
- *Growth, Research and Communication of West Virginia's philanthropic sector through information sharing, foundation/ philanthropist consulting, foundation creation, and leadership in philanthropy on all levels*

PRIMARY RESPONSIBILITIES:

LEADERSHIP: Develop and champion a shared vision for Philanthropy WV and provide strategic direction toward accomplishing the organization's goals. Develop a board approved work plan for the organization.

MEMBER RELATIONS: Build and sustain strong member relations. Provide leadership and directions for the recruitment and retention of members. Work in close, collaborative relationship with members of the Board of Directors, tapping into their talents and interests and understanding the respective roles of the board and staff.

MANAGEMENT: Manage Philanthropy WV operations working with staff/consultants, using best practices of accountability, priority setting, diversity, inclusiveness, and delegation, and empowering staff to maximize their performance. *[Addition: Overseeing the staff and providing some support to the WV Nonprofit Association, a program of Philanthropy WV.]*

MARKETING: Market the organization as a statewide resource in philanthropy in a changing political, economic, and social environment. Develop and promote value-added products and services. Attract new members

EXTERNAL RELATIONS: Represent and advocate for Philanthropy and the philanthropic community; act as its chief spokesperson to diverse audiences with varied understanding of philanthropy. Manage the public relations and perception of the organization; favorably position it with various constituents.

FINANCE: Develop and manage the budget, monitoring the financial impact of programmatic decisions and allocating resources judiciously. Optimize revenue and fundraising opportunities, deliberately seeking out new and non-traditional sources of income.

TECHNOLOGY: Advance and utilize the opportunities offered by technology to link people, building relationships, increase membership, and foster community.

QUALIFICATIONS: The preferred candidate will be a highly motivated and entrepreneurial individual who possesses the following experiences, skills and knowledge:

- Passion for and commitment to the field of philanthropy; ability to understand complex and varied forms of philanthropy and to interpret the information to constituents.
- Ability to think strategically and creatively and to be proactive in anticipating and responding to the needs of members.
- Ability to develop a shared vision with the board and manage the implementation of the vision.
- Ability to deliver; to accomplish the organizational goals agreed upon in a timely and proactive manner.
- Ability to develop relationship and inspired confidence, trust and respect in internal and external constituents.
- Strong knowledge of the nonprofit sector desirable; understanding of membership organizations preferred.
- At least five years in a senior management position a membership-based or customer-focused organization.
- Advanced degree in public administration, law, management, business, finance, social work, education, nonprofit management, or related field or equivalent experience preferred. Bachelor's level candidates should have significant related experience to offer.

Philanthropy West Virginia is an equal opportunity employer.



PROGRAM COORDINATOR - Position Description:

SUMMARY: Philanthropy WV relies on its staff to provide the utmost quality and excellence in serving the philanthropic sector and the general public. The Program Coordinator reports and works directly with the President & CEO and ensures the effective management of the organization's planning and delivery of quality member programs and services, and assumes responsibility for special projects as assigned. The scope of this position is broad and includes:

- having great attention to detail to ensure all programs are handled in a thorough and precise fashion
- planning, promoting, and implementing programs/services for members and partner organizations
- coordinating programs working with the part-time Office Assistant
- working with the President & CEO in securing new members and delivering effective membership retention
- overseeing the creation of publications and electronic/hard copy communication

The position responsibilities in detail include:

(Please note that this position description is subject to some revisions once additional staff and/or interns begin working for the organization.)

A. PRIMARY RESPONSIBILITIES:

PROGRAMS-

- Anticipate the assistance and program support needs of Philanthropy WV's members working with the President & CEO
- Coordinate scheduling of programs and events for the organization and President & CEO, manage the programming, affinity groups, and other necessary programs/projects
- Work with President/CEO and Program & Conference Committee to develop program plans, agendas, recruiting speakers/presenters, and other necessary documents
- Work with the Philanthropy WV Team for regional grantmakers and affinity group meetings including meeting/program content, speakers, and materials while working with the Office Assistant who will secure meeting spaces, catering, and announcing/promoting the events in a timely manner
- Assist in all activities related to conducting Philanthropy WV or program partner special events, process registrations, venue negotiations, etc.
- Facilitate program evaluations for attendees, archiving of program planning and implementation records, and services through network drive, database, and other records
- Identifying next steps for future programs and services
- Work with Philanthropy WV members and staff to survey members' needs and interests that will be used to prioritize, plan and develop high quality services responsive to those needs including design/administer member surveys as needed.
- Serve as primary staff lead for the Membership & Outreach Committee and Program & Conference Committee by working with committee Chairs and President/CEO to plan meetings, develop meeting materials, take meeting minutes, and in collaboration with other staff follow through with action steps from meetings

- Serve as primary staff lead in working with Community Foundation members' programming

MEMBERSHIP DEVELOPMENT-

- In working with the President and Membership & Outreach Committee, assist in identifying prospective members, outreach/recruitment follow up, and determine best services to offer to members to grow membership to at least 100
- Respond promptly and thoroughly to member inquiries and requests, completing necessary research to provide needed information and resources.
- Work with Membership and Outreach Committee, President and other team members to ensure a strong membership retention rate.

MARKETING & COMMUNICATION-

- Works with President to develop and distribute appropriate marketing materials and resources to promote programs, services, and activities to members by using programs such as MS Publisher, Adobe Creative Suite or Mac comparative program (In-Design)
- Develop/maintain marketing materials for prospective members and/or media inquiries with assistance from other team members
- Work with the Office Assistant to produce membership quarterly email newsletter (E-News) and specialized membership newsletters/alerts designed to inform the membership at large and by sectors about upcoming activities/events/services offered by Philanthropy WV or program partners
- Assist with Philanthropy WV organizational and program websites oversight and maximize use of the new systems
- Collaborate with President and Office Assistant in developing, proofreading, and production of Philanthropy WV publications and program announcements. This includes an extensive email-marketing component and requires the creation of mass email campaigns that are optimized for readability.
- Other marketing and public relation assistance as deemed essential by the President, that contribute to the communication within the organization's members, public relations of the organization with the general public, and other marketing needs

B. Other RESPONSIBILITIES

Working with the Philanthropy WV Team & Collaboration

- Be an active participant of the Philanthropy WV TEAM to advance our mission
- Provide program assistance to fellow Philanthropy WV staff members, interns, and volunteers as appropriate
- Collaborate on projects to ensure high quality program and product delivery
- Serve as a resource and information source for organization interns and volunteers

Other duties will be assigned, as deemed essential by the President, to ensure smooth program delivery and services to members by the organization.

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PART-TIME OFFICE ASSISTANT - Position Description

Summary: Philanthropy WV relies on its staff to provide the utmost quality and excellence in serving the philanthropic sector and the general public. The 15 to 20 hr/week Office Assistant reports to the Program Coordinator and works directly with the President/CEO ensuring the timely management of the office/organization operations, scheduling, working with program and service staff, and assumes responsibility for special projects as assigned. The scope of this position includes:

- coordinating the operations of the organization, including general office coordination, technology systems, and having *great attention to detail and timeliness in meeting deadlines* to ensure all operations are handled in a thorough and precise fashion
- assisting with organization event logistics (scheduling, program events, committee/board meetings, etc.), correspondence, some publications, and electronic/hard copy communication
- anticipating the organizational needs of and assistance provided to the President/CEO

The position responsibilities in detail include:

A. PRIMARY RESPONSIBILITIES:

Support to President, Committees and Board of Directors

- Work with President and other staff to develop meeting plans, agendas, and other necessary documents and provide assistance by taking meeting minutes
- Distribute communication/correspondence between leaders/committees/volunteers of Philanthropy WV as well as partnership organizations

Program, Administrative and Shared Services Support

- Draft and send annual dues renewal mailing out in December of each year
- Maintain extensive records of all programs and services through database and other records.
- Coordinates assistance to the WV Nonprofit Association for mail, reports, and record keeping
- Respond to all inquiries and provide information, materials, regarding Philanthropy WV or program partner to those who call, email or visit our office
- Be an active participant of the Philanthropy WV TEAM to ensure completion of all tasks and keeping the organization's momentum moving forward
- Collaborate on projects to ensure high quality program and product delivery

General Office Activities

- Order and store all office supplies by monitoring the budget and securing the best economic options for the organization
- Maintain updated member list, membership directory and mailing lists.
- Maintain necessary records/office filing system, both electronic and hard copy.
- Prepare and ensure timely delivery of annual state-requested reports.
- Retrieve and process mail, develop new member kits and distribute as necessary, prepare copies as needed
- Use and ensure smooth functioning of all office equipment, including copier, printers, phones, camera, and organization computers/laptops.
- Maintain all software programs including, Office Suite, Adobe Creative Suite, Quickbooks, and web content management system. Work with providers to troubleshoot any problems.
- Coordinates processes for deposits, payables, and financial reporting with eCratchit paperwork
- Oversee backups of all records and computer systems, virus protection, etc.
- Maintain an active web-based video conferencing system and other teleconference options for staff, committee, board, and/or membership meetings or programs.
- Research and recommend new products/services as appropriate.

*Other duties will be assigned, as deemed essential by the Program Coordinator or President, to ensure smooth operation of the organization.
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VISTA Assignment Description

The VISTA volunteer whom Philanthropy West Virginia (Philanthropy WV) is seeking will be (a) assigned to activities designed to engage and provide outreach to the state's philanthropic and non-profit communities and (b) provide service and coordinate education/trainings for funders and non-profits strengthening and advancing these two sectors collectively. Philanthropy WV base of collaboration by serving as with Philanthropy WV and its partner organizations such as WV Nonprofit Association (WVNPA) to foster a greater collaboration with the state's philanthropic and non-profit infrastructure with organizations such as the WV Development Office, multiple non-profit organizations, higher education institutions, Philanthropy WV's membership, Volunteer West Virginia, Vision Shared, and other similar organizations/efforts that may emerge in the coming year intending to strengthen the sector as a whole.

Examples of the types of activities the VISTA would be providing service on include:

- a) Supporting the Philanthropy WV's membership development to engage new foundations to broaden the collaborative element between West Virginia's grantmaking community to advance their impact on the state
- b) Assisting with some work of the WV Nonprofit Association (WVNPA) network of non-profit organizations, grow its statewide network, and coordinate resource sharing that advances their individual and collective impact to improve the quality of life of the state's citizens and communities

- c) Identifying needs and program interests of funders and nonprofit organizations to develop specific education and training programs to connect the resources needed, catalyze new thinking, support new and young practitioners, network with their peers, create new opportunities in West Virginia
- d) Supporting Philanthropy WV's members in creating connections to explore what steps funders can take to strengthen economic opportunity, education, and health in West Virginia through shared measurement/collective learning collaboratives such as the partnership with the Foundation Center for "Get on the Map"
- e) Providing service jointly with the Philanthropy WV and WVNPA to explore ways to educate funders and nonprofits about the challenges and opportunities of collective impact initiatives and to track and share results of current initiatives in West Virginia.
- f) Assisting with resource development by researching and writing grant proposals and other funding proposals to enhance the collaborative mission of Philanthropy WV, WV Nonprofit Association, and partner organizations to strengthen their impact in responding to the needs of economically challenged communities and poor populations in the Mountain State
- g) Coordinating program development around the growing interest for mentorship of new and young individuals working in the philanthropic and non-profit sectors
- h) Manage Philanthropy WV's social media activities as a key way to increase public awareness and education about the critical role that the philanthropic/non-profit sector plays in supporting West Virginia's communities.

Job Responsibilities –

Goal 1: Provide staff support to Philanthropy WV's membership development and network building

Activities:

- 1. Serve as support to the Philanthropy WV President & CEO to follow up on potential members and grow the network of funders engaged with Philanthropy WV and non-profits engaged with WVNPA
- 2. Coordinate e-correspondence and additional communication with prospective members

Goal 2: Provide staff support to individual Philanthropy WV (funders) and WVNPA (NPOs) Programming and Resource Sharing

Group Activities:

- 1. Coordinate with Philanthropy WV and WVNPA leadership dates/focus for twice a year or quarterly programs
- 2. Research and arrange for use of digital presentation formats
- 3. Secure venues for in-person meetings and coordinate registration/presentation logistics
- 4. Facilitate meeting evaluations and produce summary of meeting results

Goal 3: Oversee Philanthropy WV's Social Networking efforts

Activities:

- 1. Update Philanthropy WV's social media presence on a daily basis; Maintain Twitter and LinkedIn accounts for public outreach, education and resources sharing
- 2. Monitor activities on all Philanthropy WV social media sites and its website; produce monthly reports

Goal 4: Initiate research and develop proposal for a future Philanthropy WV Mentorship Program for new staff and board members and outline options for an Emerging Leaders/The New "Appalachian Spring"™ program

Group Activities:

- 1. Assess current programs in West Virginia and other states
- 2. Survey Philanthropy WV members and partners on particular needs
- 3. Outline program, speakers, potential members, and annual program schedule

Goal 5: Monitor activities of Philanthropy WV, WVNPA, and other organizations focused on promoting collective impact initiatives and other forms of collaboration and keep Philanthropy WV members informed of promising developments.

- 1. Establish regular communications with staff at key partners (Volunteer WV, Vision Shared, WV Development Hub, etc.)
- 2. Monitor their publications and communications seeking information that should be shared with Philanthropy WV & WVNPA members

Goal 5 Provide research assistance and grant/proposal writing to Philanthropy WV President and WVNPA Executive Director

Activities

- 1. Assist President in production of annual West Virginia State of Philanthropy Report
- 2. Conduct research on collective impact initiatives outside of West Virginia and identify lessons learned
- 3. Identify and pursue funding opportunities that advance the collective work of Philanthropy WV and/or WVNPA

POSITION QUALIFICATIONS, EXPERIENCE, CAPABILITIES

- Strong commitment to and skill in providing excellent service

- Experience and/or willingness to network and build relationships
- Capacity to survey constituencies and develop needed trainings and programs to advance their providing service
- Effective experience w/social media like Facebook, Twitter, Linked in
- Ability to provide service well as part of a team, yet also be self-motivated and serve independently
- Outstanding attention to detail – must enjoy being a nitpicker at times!
- Good writing skills appropriate for drafting proposals, emails, draft reports, etc.
- Proficient in using Windows Applications and office tools like Survey Monkey, e-newsletters (Mail Chimp), etc.
- Willingness to develop new skills as needed (training provided)
- Passion and commitment to West Virginia, rural issues, and non-profit/philanthropic sector
- Some experience with non-profit and/or philanthropic sector preferred



Internship Position:

Communication Assistant

Summary:

This intern will be involved with coordinating the marketing and communication efforts of the organization, media and marketing writing, social media, and website development. The intern will report to the President and have an interest in the Philanthropy WV’s mission. The opportunity is a full-time or part-time position (2 to 3 days a week) and must be a minimum period of two semesters or 8 months. Please note that compensation is possible depending on available funding.

Internship Responsibilities include:

- Monitor all forms of media and screen phone calls
- Write press releases, marketing materials, and other items
- Assist with mailings and print production
- Coordinate design, layout, and facilitate distribution or printing of hard copy publications, online newsletter and web communication
- Maintain and update website, social media platforms, and contacts lists (list serves and Constant Contact)
- Assists with communication and marketing strategy including coordinating internal/external communications
- Schedule and prepare presentations and speaking engagements
- Assist the President in drafting articles, special Op-Eds, and white papers
- Event planning assistance
- Undertake special projects and assignments as needed



Internship Position:

Special Programs Assistant

Summary:

This internship with Philanthropy WV will allow in-depth exposure to the dynamic work of the organization. The internship is devoted to assisting the President & CEO in the research and development of programs, creating special initiatives and platforms to better serve the different sectors of grantmakers, working with committees and volunteers, and assisting with public policy outreach/advocacy work. The intern will report to the President and have an interest in Philanthropy WV’s

mission. The opportunity is a full-time or part-time position (2 to 3 days a week) and must be a minimum period of two semesters or 8 months. Please note compensation is possible depending on available funding.

Responsibilities & Requirements:

- Assist the President with special programs
- Research programs, samples, or issues to serve members, philanthropy initiatives, public policy, etc.
- Assist with committee and board meetings by taking minutes, preparing materials, and distributing to the board
- Prepare reports and drafting documents for the President
- Outline and coordinate a format to communicate information and resources to specific sectors of grantmakers membership and a system wide public policy advocacy strategy
- Excellent written and oral communication, research, organization and writing skills
- Work with committees and volunteers to coordinate projects
- Ability to work independently and within the constraints of tight deadlines
- Event planning, logistics, and coordination
- Undertake special projects and assignments as needed

Philanthropy WV Enterprise TEAM FLOW CHART:

