The West Virginia Land Stewardship Corporation (WVLSC) is a statewide 501(c)3 nonprofit that promotes sustainable economic development by rehabilitating underused properties. WVLSC is seeking its next Executive Director to lead its statewide revitalization efforts. The Executive Director provides strategic leadership and overall supervision for all aspects of the organization's operations, including personnel, resource development, fiscal management, program management, and public relations. The Executive Director oversees the administration, growth, and development of high-impact programs and develops innovative and practical strategies to sustain the organization through strategic partnerships and funding opportunities. The Executive Director serves as the primary face of the organization, effectively communicating the mission and vision, while building and maintaining diverse and collaborative relationships for the organization among multiple constituencies, including stakeholders, government officials, community leaders, corporate entities, and other nonprofits.

Working under minimal supervision, the Executive Director's Primary Responsibilities and Essential Job Duties include:

Management

- Supervise, manage, engage, and motivate staff to ensure that operations are executed in accordance with specific goals, while supporting a positive work environment.
- Foster an efficient organization that advances the organization's mission and strategic goals, adapts to external changes, anticipates problems, and monitors internal systems.
- Work with external consultants/advisors to develop a strategic direction for the organization; support and establish short- and long-term goals and objectives in collaboration with the Board of Directors and staff.
- Ensure that staff can professionally develop as may be appropriate or needed for the organization to meet its goals and objectives.

Financial Oversight

- Develop, grow, and maintain innovative funding sources for the organization and its existing or new programs.
- Work with staff to develop and lead strong, team-based fund development strategies and revenue-generating programming.
- Manage and oversee all grant applications, deadlines, and reporting, including engaging staff as needed.
- Plan, implement, and oversee the organization's annual budget.
- Oversee the organization's annual audit.

Programmatic Responsibilities

- Assess current programs and recommend modifications and/or the elimination, or development of new programs based on the organization's strategic direction.
- Determine proper funding or revenue sources for all programs to help ensure the overall fiscal management and success of the organization.

- Conduct research and best practices across similar organizations and/or other nonprofit organizations that align with the organization's strategic direction and needs.
- Oversee the organization's existing grants, remediation projects, and conservation easement program.
- Oversee and foster development of statewide land bank by identifying potential sites, assessing project feasibility, negotiating with property owners, and lining up acquisition and remediation funding.

Board Relations

- Communicate regularly with the Board of Directors and the Advisory Board, providing timely and accurate information to allow the Boards to make informed decisions.
- Keep Board members informed and engaged through regular Board meetings, committee meetings, attending events, and various informal meetings.
- Engage Board members to leverage their expertise, knowledge of programs and the community, and interests through standing and ad hoc committees.

External Affairs/Relationships

- Act as spokesperson for the organization, which includes building and maintaining relationships with other nonprofits, state agencies, other economic development organizations, private industry, and state and federal legislators.
- Identify and present community and organization needs to policymakers, funders, and partners, including presenting at conferences.
- Maintain positive and effective relationships with partnerships.

Qualifications:

- 4-10 years of executive-level management experience, preferably with nonprofit experience.
- Experience in strategic direction/goal development, leadership development, and organizational management.
- Demonstrated experience developing organizational and programmatic funding and administering grants.
- Direct work experience in one or more of the substantive areas overseen by this position, including land development and/or redevelopment, asset management, fundraising, or environmental/land stewardship.
- Bachelor's degree in business, planning, public policy, or science; or relevant work experience.
- Strong leadership, project, and staff management skills.

Salary:

The position is part-time (20-30 hours per week), with the opportunity to grow to a full-time position in the future. Salary is commensurate with experience and qualifications.

Apply to:

Email resume and cover letter to:
Erin Brittain, CHMM
WVDEP
2031 Pleasant Valley Road
Fairmont, WV 26554
Erin.R.Brittain@wv.gov

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