

## Ohio Valley Environmental Coalition (OVEC) Executive Director Job Description

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Executive Director is responsible for overseeing the administration, programs and strategic plan of the organization, as well as fundraising and community outreach. This position reports directly to the Board of Directors.

### **GENERAL RESPONSIBILITIES:**

- **Board Governance:**

Works with board in order to fulfill the organization mission.

Responsible for leading OVEC in a manner that supports and adheres to the organization's mission, as defined by the Board of Directors.

Responsible for providing accurate and timely information necessary for the Board to make informed decisions and to function properly.

- **Financial Performance and Viability:**

Develops resources sufficient to ensure the financial health of the organization.

Responsible for OVEC's fiscal integrity, which includes submission of a proposed annual budget and quarterly financial statements to the Board, and which accurately reflect the organization's financial status.

Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.

Responsible for fundraising and developing other resources necessary to support OVEC's mission.

- **Organization Mission and Strategy:**

Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.

Responsible for implementation of OVEC's programs that carry out the organization's mission.

Responsible for strategic planning to ensure that OVEC can successfully fulfill its mission into the future.

Responsible for the enhancement of OVEC's image by being active and visible in the community and by working closely with other professional, civic and private organizations.

- **Organization Operations:**

Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.

Responsible for effective administration of OVEC's operations.

Responsible for the hiring and retention of competent, qualified staff.

Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

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### QUALIFICATIONS:

- Minimum of a Bachelor's degree
- Transparent and high integrity leadership
- Three or more years senior management experience
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Ability to convey a vision of OVEC's strategic future to staff, board, volunteers and donors
- Knowledge of fundraising strategies and donor relations unique to the nonprofit sector
- Strong written and oral communication skills, including public speaking
- Ability to interface and engage diverse volunteer and donor groups
- Demonstrated ability to oversee and collaborate with staff

### ATTRIBUTES:

- Strong commitment to democracy, social and environmental justice
- Strong knowledge of the challenges in West Virginia & Appalachia
- Exceptional "people" skills
- Highly motivated; self-starter
- Willingness to work gracefully under pressure; ability to multi-task a plus
- Able to work in a team
- Comfortable in one-on-one situations / relational meetings and in group meetings
- Excellent problem solving skills, creativity, sense of humor and a willingness to deal with conflict when it arises in a diplomatic and professional manner
- Willingness to engage in self-critique and participate in organizational and staff assessments
- Ability to travel and work flexible hours, including nights and weekends

*OVEC offers a generous salary and benefits package based on experience. OVEC is an equal opportunity employer. People of color, women and LGBTQ applicants are strongly encouraged to apply.*

Send a **resume and cover letter** describing why you are best suited for this position.

OVEC Search Committee:

Email: [ovec.personnel@gmail.com](mailto:ovec.personnel@gmail.com)

Fax: 304.522.4079 (call first)

**U.S. Mail:** OVEC, Search Committee, PO Box 6753, Huntington, WV 25773