Executive Director
Position Profile

SUMMARY

Position: Full-time
Location: Preferably based in the Appalachian Region
Position reports to: Board of Directors
Application deadline: September 4, 2023
Salary: $70,000 - $80,000 depending on experience

About Us

Our Mission
Appalachian Community Fund (ACF) funds and encourages grassroots social change in Central Appalachia. We work to build a sustainable base of resources in order to support community-led organizations seeking to overcome and address issues of race, economic status, gender, sexual identity, disability, and the environment. As a community-controlled fund, ACF aims to expand and strengthen movements for social change—to change systems and institutions—by leveraging our collective power.

Our Values
- Grassroots experience, skills, and wisdom
- Celebration of Appalachian culture
- Appalachia’s natural and human resources
- Equality of people, equity in practice
- The critical importance of anti-racism to all social change work
- Diversity of voices and experience
- Shared leadership and decision making
- Accountability, integrity, and transparency
- Sharing stories, resources, and experience
- Cultivating connections, promoting inclusivity
Our History
Appalachian Community Fund was founded in 1987 to provide new resources to groups working for progressive social change in Central Appalachia (East Tennessee, Eastern Kentucky, Southwest Virginia and West Virginia), and to be a sustainable resource base for community organizing and social change work in this region. Since our inception, we have awarded close to $7 Million to more than 300 organizations working for justice. We pool resources from many sources including individuals, businesses, and foundations in order to provide critical financial support to help people organizing themselves to address systemic problems of poverty, racism, and social inequity in their own communities and neighborhoods.

We do this through:
- Strategic grantmaking and technical assistance for community organizing efforts
- Working with donors who are committed to social justice
- Strengthening our region’s capacity and leadership for social change

ACF’s office is located in Knoxville, Tennessee. We are governed by a regional Board of Directors made up of community leaders and residents of the four-state area in which we fund. Grantees, donors, allies, and board members make up the ACF network and community which helps guide our work and our community-controlled grantmaking.

Position summary
The executive director provides leadership, coordination, and management for the overall mission and work of the organization; maintains the values and principles of the organization; helps staff, Board members, donors, and grantees build a sense of community and understanding of social change and the mission of ACF. The director is responsible for coordination among staff, Board, and committees for financial management, communications, programming, fundraising, grantmaking, and day-to-day operations to ensure the work gets done.

Key Responsibilities and Duties
- Building new and maintaining relationships that can cultivate financial support, expand programmatic activities, and increase organizational capacity.
- Honing our mission, strategic plan, vision, and defining operational needs to support that work in collaboration with the Board.
- Managing the budget process and stewarding the ongoing fiscal health of the organization in collaboration with the Board.
- Recruiting, hiring, developing, and directing a committed staff to ensure operations are managed effectively and efficiently, and staff are supported in day-to-day work.
- Having the desire, passion, and experience necessary to lead an organization amid a transformation that is centered on antiracist approaches to diversity, equity, inclusion, and access.
- Fostering collaborative, supportive, and motivating environment in which new programming, systems, and structures are developed and meaningful legacy work is maintained.
- Evaluating the efficacy of the staff, programs, mission, vision, and values of ACF to meet changing internal and external dynamics, in partnership with the Board of Directors.
• Serving as ACF’s primary liaison with the philanthropic community and national, regional, and local networks of social change organizations.
• Cultivating regional and national relationships with community organizations and funders to support ACF’s mission.
• Maintaining communication and relationship with the Board and serving as a thought partner with the Board to support the mission of The Fund.

Qualifications and Skills
• Proven track record of effective fundraising (preferably with total annual goals exceeding $500,000) and overseeing a strong fiscal program.
• Leadership experience (programming, development, and/or executive) and directing staff.
• Experience interacting with Board leadership and shared decision-making.
• Minimum of 3 years’ experience leading grantmaking, including the review of proposals, ranking, and finalization of funds dispersed to grantees.
• A person with roots in the Appalachian region is a plus.
• Cultural competency to advocate for radical racial justice in Central Appalachia is a plus.
• Having a working relationship in Appalachia or familiar with work being done in the region is a plus.

Location
The ability to build relationships with people and organizations both in person and virtually is important to the current strategic directions of the Appalachian Community Fund. Maintaining and expanding the organization’s profile in the Appalachian region, and cultivating local, regional, and national relationships is a key component of ACF’s financial health and ongoing operations, and we believe a physical presence in the community is needed to elevate that profile. Thus, it is our strong preference that the Executive Director live in the Appalachian region and be willing to travel to the Knoxville area, as needed. If the selected candidate is interested in moving to the Knoxville area, a relocation stipend is available to help support this transition.

Anti-Discrimination Policy
Appalachian Community Fund fully embraces a commitment to being a just, equitable, and antiracist entity. We are committed to equal employment and volunteer opportunity without regard to age, ancestry, disability, national or ethnic origin, race, religious belief, sex, sexual orientation, gender identity, marital or veteran status.

We encourage applicants from actively and systemically excluded communities, including (but not limited to) Black, Indigenous, People of Color (BIPOC); persons identifying as female; persons identifying as transgender or gender non-conforming; LGBTQ+ persons; and people with disabilities to apply for this position.

Additionally, research indicates that men apply for jobs when they fulfill an average of 60% of the criteria, while women and individuals from systemically excluded communities tend to apply only if they meet 100% of the criteria. If you believe that you could excel in this role, we encourage you to apply. We are dedicated to considering a broad array of candidates, including those with
diverse workplace experiences and backgrounds. Please use your cover letter to tell us why you believe you are a great fit for the role.

**Compensation**
The Appalachian Community Fund offers a base salary range of $70,000 - $80,000 depending on experience. In addition to salary, we offer flexible time off and work accommodations, as well as health benefits and a pension plan.

**How to Apply**
Please send both a personalized cover letter and resume to ACFExecSearch@gmail.com. Calls cannot be accepted.