



Accelerating resiliency planning in communities across the Commonwealth

Resilient Virginia Executive Director Position

About Resilient Virginia

Founded in 2014, Resilient Virginia is a 501(c)(3) nonprofit organization focused on accelerating resilience planning in communities across the Commonwealth. Our vision is to support Virginia communities with adapting to climate, environmental, social, and economic challenges to become more resilient, healthy, and safe places to live, work, and prosper. Our goals are to inform diverse community representatives around the Commonwealth about natural, climate-related, and man-made challenges; to educate key groups about models for community resilience planning; and to activate these communities to engage in resilience plan development.

Position Summary

Resilient Virginia is seeking an individual with demonstrated leadership skills to become the organization's new Executive Director. This strategic, creative, and insightful Executive Director will help ensure the organization continues to thrive in accomplishing our vision for the future and in setting a mutually supportive and energizing organizational culture. The Executive Director reports to the Resilient Virginia Board of Directors and is responsible for the overall leadership, strategy, and operation of the organization. These responsibilities include managing the current organizational budget; leading full-time and part-time staff; managing grants (\$100K+); playing a key role in fund development planning and implementation; developing and sustaining relationships with funders, donors, partners, and policymakers; and maintaining a strong relationship with the Board of Directors.

Responsibilities

The Executive Director has three main responsibility areas: operations leadership, strategy development and planning; external relations, fundraising, and project development; and policy and program leadership.

Operations Leadership, Strategy Development & Planning (20% of Time)

- Help recruit a diverse, engaged Board of Directors to develop and operationalize strategic plans that support the organization's mission, impact, and growth.
- Shape and support organization-wide systems for effective nonprofit operations.
- Work with the Board of Directors to identify and hire an organizational financial manager.
- Implement and continue to develop the strategic plan for the organization by working effectively with staff, Board, and external partners.
- Conduct on-going assessment of future challenges and opportunities as well as effective organizational design.

External Relations, Fundraising, and Project Development (40% of Time)

- Act as effective lead spokesperson on behalf of Resilient Virginia to key stakeholders including government, nonprofit, business, and other community partners.
- Manage the development and implementation of a fundraising strategy to secure resources to implement strategic plan initiatives and to ensure the financial stability and sustainability of the organization, including maintaining and building relationships with funders and donors.
- Identify and successfully pursue grant opportunities.



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Policy & Program Leadership (40% of Time)

- Lead Resilient Virginia staff and manage resources to meet policy goals that have the highest possible impact on the organization's mission.
- Maintain climate resilience policy and program knowledge, staying up-to-date on changes in the public discourse, policy environment, and federal and state program and funding opportunities.
- Update Resilient Virginia policies as necessary.
- Lead and implement grant programs with Resilient Virginia staff, contractors, and other partners.

Candidate Qualifications

- Bachelor's Degree
- At least 5 years' experience in the non-profit sector, experience with climate mitigation and/or climate adaptation is a plus.
- Strong written and verbal communication skills.
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and diverse groups of people.
- Experience obtaining and managing federal and other grants.
- Experience using Microsoft Office software.

Working Conditions: Remote, flexible, with some travel required. The Executive Director must be located in Virginia.

Start Date: November 4, 2024

Candidate Compensation: \$75,000/year and eligible for an additional performance bonus at the end of the year.

How to Apply:

The requirements listed in our job description are guidelines, not hard and fast rules, and if you have many of the qualifications listed, we encourage you to apply.

To apply, please submit your cover letter and resume to resilientvirginiajobs@gmail.com with your name and Executive Director in the subject line. For the best opportunity of being considered, please apply by August 25, 2024.

If you require an accommodation or assistance with our application process, please send an email to osso@resilientvirginia.org.

Resilient Virginia does not accept solicitations from job placement and recruitment services. No phone calls, please.

If selected for this position, we will check references and conduct a background check.

Resilient Virginia is proud to be an Equal Opportunity Employer. All qualified candidates will be considered without regard to race, color, religion, national origin, military or veteran status, gender, age, disabilities, sexual orientation, gender identity, pregnancy and pregnancy-related conditions, and any other legally protected status.