



West Virginia Center on Budget and Policy

Position Description: Executive Director

West Virginia Center on Budget and Policy (the Center) seeks an energetic and dedicated Executive Director to advance the Center’s mission to use research and policy analysis, strategic communications, and leadership and outreach to improve the well-being of all West Virginians. Founded in 2007, the Center has a reputation for producing creditable, timely, relevant, and accessible policy analysis on important state and federal issues such as criminal justice reform, fair tax and budget policy, affordable health care, labor policy, and other social and economic policy issues. Candidates should have a deep understanding of public policy and strong leadership skills to continue Center’s growth and development. Ted Boettner, the WVCBP’s founding Executive Director, plans to step down this summer.

About Us

The West Virginia Center on Budget and Policy is a policy research organization that is nonpartisan, nonprofit, and statewide. The Center’s research and analysis is designed to support informed public dialog and policy in West Virginia.

The Center’s mission is to use research and analysis to advance the well-being of West Virginia communities, and to promote and support the essential role of government in improving the quality of life in the state. The Center envisions a prosperous West Virginia where everyone has a meaningful and equitable opportunity to thrive. Our core values are rigorous research and analysis make good policy, economic justice is tied to freedom, the public works, and protecting vulnerable populations.

The Center participates in a national network of similar organizations that exist in almost all other states as part of the [State Priorities Partnership](#), sponsored by the Center on Budget and Policy Priorities, and the [Economic Analysis and Research Network](#), an initiative of the Economic Policy Institute. The Center also works closely with other national organizations.

The Center has a staff of five and is located in Charleston, West Virginia. The Center has a budget of approximately \$650,000 and receives approximately 90 percent of its funding from state and national foundations. Additional revenue sources include individual contributions, contracts, and special events. The Executive Director reports to the Board which is made up of 11 community members from throughout the state. The Center also as an Advisory Board made up of advocates and policy experts to help guide its policy engagement and portfolio of work.

The Position

The Executive Director will continue existing momentum to deepen the Center's impact on state and federal policy, build additional and deepen existing partnerships, strengthen participation in EARN and the SPP networks, and diversify and expand revenue sources. The Executive Director will also:

- Maintain and build strong external relationships and partnerships, communication strategies and alliances.
- Continue to enhance and build the capacity of the board and advisory committee to identify additional members.
- Provide support, leadership and direction to a small and talented staff and oversee financial and organizational management.
- Develop a fundraising plan that maintains relationships with existing funders and attracts funding from new sources.
- Support the development of additional internal operational infrastructure that will support the organization's evolution and allow staff to operate efficiently.
- Develop strategic priorities and policy agendas that maximize the impact of the Center's work on state and federal issues.
- Serve as a spokesperson for the organization, while also providing opportunities for the staff to develop and grow in this role.

Experience and Attributes

The ideal candidate for this position is a strong manager and leader with a commitment to policy work and a track record of raising money from private foundations. Candidate skills and subject matter knowledge should include:

- Demonstrated senior leadership experience in a mission-oriented organization, such as a nonprofit, government or mission-oriented for-profit.
- Experience with, or an understanding of, the components of fundraising, and the skill set necessary to attract resources to the Center. Familiarity with grant writing and foundations who fund policy advocacy, research, and social justice work preferred.
- A strategic understanding of public policy, the West Virginia legislative process and key political leaders in West Virginia, and a strong track record of using data and policy analysis to inform and advocate for policy positions.
- Excellent written and oral communications skills.
- A strong and accessible staff management style that is conducive to helping the team grow and thrive.

- Commitment to understanding racial equity concepts and to integrate equity into program and organizational leadership and management by addressing structural implications and disproportionate impacts of policies, activities, and decisions on race, class and other group identities.
- Ability to listen and to forge partnerships and lead diverse efforts across race, class, sector, and political affiliation.
- Existing relationships with key partner organizations and stakeholders statewide, regionally, and nationally preferred.
- Ability to work on a non-partisan basis.
- College degree required.

Compensation and Salary

The starting salary for this position is \$80,000 and commensurate with experience. The WVCBP offers a competitive compensation package which includes a generous vacation and sick leave policy, a sabbatical program, fully paid health, dental, vision and life insurance, and a retirement plan with employer match.

Equal Employment Opportunity

The West Virginia Center on Budget and Policy is an equal opportunity employer. We strongly encourage and seek applications from women, people of color, and bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical condition including acquired immune deficiency syndrome (AIDS) and AIDS-related conditions.

Applicants with Disabilities

Reasonable accommodations will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.

Application Process

Please submit a resume and letter of interest by 5:00 pm on June 1, 2020 by email to: info@wvpolicy.org.