



Appalachian Promise Alliance seeks Applicants for Executive Director

Appalachian Promise Alliance, a 501c(3) non-profit organization serving the 14-county region of northeast Tennessee and southwest Virginia, works to mobilize our communities to fulfill the promise to meet the basic needs of each child, youth and family while promoting development of their character, faith and educational potential. The successful candidate for Executive Director should be open to part-time work from our headquarters in Bristol TN, with a strong commitment to and experience working collaboratively with public, private and non-profit partners. Interested candidates should submit a resumé and cover letter to admin@appalachianpromise.org by November 25, 2024.

POSITION: Executive Director

STATUS: Part Time, could grow into Full Time as resources allow

REPORTS TO: Board Chair, Board of Directors

JOB SUMMARY: With leadership from the Board of Directors and Officer, the Executive Director is responsible for development and management of organizational resources, enabling the organization to advance our mission and achieve our strategic objectives.

COMPENSATION: compensation (wages & benefits) is negotiable and commensurate with experience

PRIMARY RESPONSIBILITIES: The Executive Director will work with board members and officers, staff (employed, contracted, and volunteer), partner organizations and funders to meet organizational priorities in the following areas:

- I. Fund Development and Resource Management**
- II. Personnel Development and Management**
- III. Communications**
- IV. Governance and Planning**

QUALIFICATIONS:

- a. Demonstrated commitment to the mission and goals of the organization
- b. A minimum of 5 years of relevant work experience, including at least 3 years leading and/or managing teams in a non-profit or social enterprise organization
- c. Advanced degree in business, education, social services, or related field preferred
- d. Experience and proven success in fund development
- e. Strong program and project management skills, including commitment to person-centric delivery of services
- f. Strong communications skills
- g. Ability to build relationships with diverse stakeholders

Appalachian Promise Alliance is an equal opportunity employer.
We celebrate diversity and are committed to creating an inclusive environment for all employees.