

Job Posting: Coalition Director, Allegheny-Blue Ridge Alliance

The Allegheny-Blue Ridge Alliance (ABRA, www.abralliance.org) is a coalition of conservation organizations and individuals in Virginia and West Virginia whose mission is to promote and protect the ecological integrity of the Central Appalachian Highlands region, which encompasses the mountainous areas of Virginia and West Virginia. It was formed in 2014 to coordinate opposition to the Atlantic Coast Pipeline. With the cancellation of the ACP project in 2020, ABRA continues to monitor the restoration work on the ACP route (which will extend into 2023) and to lend its assistance to allied groups in opposing the Mountain Valley Pipeline. Moving forward, ABRA's most prominent program is the Conservation Hub. Utilizing GIS mapping systems, the Hub is a research service that significantly enhances the capabilities of environmental, conservation and citizen groups to assess the impacts of development and land management projects in the greater Allegheny-Blue Ridge region, and to help assure that the overall environmental integrity of the region is maintained. More information on ABRA's Conservation Hub is at: <https://conservation-abra.hub.arcgis.com/>.

The Allegheny-Blue Ridge Alliance (ABRA) seeks a talented, motivated, skillful person to manage its coalition. The current executive director is retiring from the position in June.

The General Responsibilities will include the following:

1. Overall management of the organization – This responsibility includes managing the day-to-day functions of the organization (i.e., making sure that all “moving parts” of the organization are coordinated, moving and in sync) and managing staff and consultants, including hiring when needed.
2. Fundraising – This responsibility involves maintaining relationships with existing foundation funders and developing and submitting required materials for grants (i.e., interim and end-of-year reports, renewal requests and grant proposals). It will also be necessary to cultivate new funders to support the organizations work and to solicit and manage contributions from individual donors on ABRA’s mailing lists.
3. Financial management – This responsibility involves developing the annual budget, providing financial reports to the board of directors, working with an accountant to manage financial records, and the day-to-day management of expenditures and revenues.
4. Communications and related issue research – This responsibility includes working with fellow ABRA staff to develop the bi-weekly *ABRA Update*, maintain the ABRA Facebook page and ABRA website, and targeted communication to constituents, media, and the board. It will also be necessary for this person to be familiar with the issues showcased on the Conservation Hub in order to communicate about them to external parties. Finally this person, in addition to fellow ABRA staff and board members will be responsible for identifying future issues for the organization to consider engaging on.
5. Principal spokesperson and point person for ABRA – This responsibility involves communication with the media and serving as the primary point of contact between ABRA members and other individuals and the organization. As such, contact information for the Coalition Director will be publicly available on the website and in ABRA correspondence.

6. Membership & staffing of Board and other organizational entities – This responsibility involves arranging for Board meetings and conference calls, working with the Board Chair to develop agendas and other materials and taking and preparing meeting minutes. This responsibility also includes oversight of board committees and serving ad hoc when requested by a committee and providing administrative services to these committees.

7. Supervision - The position is responsible to the Board of Directors and directly reports to the Chair of the Board.

Qualifications:

- Motivation to build networks and coordinate activities among a diverse constituency to implement projects.
- Willingness to seek funding through grant writing and reporting, direct solicitation of funding from constituents and other sources.
- Ability to manage finances including developing budgets and reports.
- Effective written and oral communication skills including effective persuasive communication to inspire action, diplomatic communication to foster trust and respect, and clear and direct communication to increase project and organizational efficiency.
- Capability and confidence with public speaking.
- Meeting facilitation skills and event coordination experience.
- Ability to work remotely as a self-starter without direct supervision.
- Comfortable working with technologies that support remote work (ie video conferencing, collaborative virtual workspaces, etc), word processing and spreadsheets. Must have internet and telephone connectivity.
- Aptitude toward grassroots organizing, advocacy campaigns, project management, volunteer management and coalition-building.
- Passion for preservation and restoration of the Central Appalachian Highlands environment.
- Interest in and understanding of the science associated with environmental issues in the Central Appalachian Highlands.
- Experience with environmental regulatory processes.
- Valid driver's license and ability to travel outside of regular business hours as needed.

Salary for the position ranges from \$50,000 – \$60,000 per year based on experience and qualifications. We are open to feedback from the market and would welcome the opportunity to connect with potential candidates who may be outside of the compensation band.

Candidates must share a commitment to fostering values of diversity, inclusion, equity and justice in all aspects of our programming and advocacy.

More information can be found at <https://abralliance.org>

To Apply:

Send cover letter and resume to ABRA Board Chair Allen Johnson at allen@eight-rivers.org with subject heading “ABRA Job Post.” Please submit applications by April 30.