



POSITION PROFILE

# Executive Director

Parkersburg Area Community Foundation and Regional  
Affiliates

Parkersburg, West Virginia

## About Parkersburg Area Community Foundation

Cultivating economic prosperity. Uplifting young people. Addressing the needs of vulnerable populations. Promoting health. Supporting the arts.

The Parkersburg Area Community Foundation—committed to making the Mid-Ohio Valley region a more vibrant place to call home—fuels countless causes across 11 counties in West Virginia and Ohio. Since 1963, the Foundation has worked in partnership with the citizens of the Mid-Ohio Valley region to support the charitable causes in which they believe and shape a culture of philanthropy and service that touches every aspect of life in the community.

The Foundation improves the quality of life in its region:

- By encouraging donors to pursue their philanthropic aspirations. The Parkersburg Area Community Foundation helps donors, including individuals, families, and businesses, to maximize their investments in the region they love by managing their charitable funds, providing donor education and resources, and creating connections between donors and nonprofit organizations. Currently, the Foundation manages more than 500+ philanthropic funds totaling more than \$90 million in assets under management.
- By distributing meaningful grants that make a difference in the lives of individuals and families across the 11-county service region. Each year, the Foundation distributes approximately \$4 million through Foundation and donor advised fund grants.
- By administering 190+ scholarships that uplift the next generation of young people while providing donors with the opportunity to pass on their values and passions.
- By serving as an essential partner for the area's nonprofit organizations. The Foundation provides grants, capacity-building resources, and technical assistance and training, ensuring that they have the tools, knowledge, and support to accomplish their important missions.
- By acting as a valuable philanthropic partner for financial planners, accountants, attorneys, investment managers, trust officers, and other professional advisors whose clients care deeply about the region.
- By nurturing collaboration and bringing together members of the Mid-Ohio Valley region in purposeful ways, fostering community spirit and engaging donors in meaningful conversations.

The Parkersburg Area Community Foundation is helping to write the next chapter of possibility for the Mid-Ohio Valley—addressing the pressing needs of the community and building a brighter future for generations to come.

## The Opportunity

The Parkersburg Area Community Foundation seeks an experienced and dynamic community leader from the foundation, corporate, nonprofit, or public sector to build on its 63-year legacy of community leadership, inclusiveness, and integrity, and to guide the Foundation and the region to an even more prosperous future.

This is a rare and meaningful opportunity to lead one of West Virginia's most respected and impactful philanthropic institutions. The Parkersburg Area Community Foundation celebrates a proven track record of sound management of its assets and strong results from its philanthropic investments in

significant community initiatives. The Foundation's new Executive Director will play a pivotal role in shaping the future of a region rich in history, resilience, and possibility.

The Executive Director has the opportunity to work in a facility fitting for the executive leader of an esteemed institution. The Foundation's central office is housed in a fully renovated single-story former church facility directly across from the City Park, with a central conference room with video-conference capability and ample parking. The Board's commitment to the Foundation's sustainability is clear – the Foundation has no debt associated with its facility and its reserves are strong for its building, technology, and operations.

Relationships are at the heart of the Foundation's work. The next Executive Director will thrive in public life, building partnerships with donors to advance their philanthropic goals, with community organizations to support bold initiatives that promote the region's vitality, and with community leaders to align community investments for maximum impact. In partnership with a committed Board of Directors, the new Executive Director will shape the vision and strategy for the Foundation's next chapter. Together, they will nurture a culture of generosity to broaden stakeholder engagement, expand community investment, and elevate awareness of the Foundation.

The new Executive Director will join the Foundation at a time of great need in the Parkersburg area. Similar to other Appalachian communities, Parkersburg continues to be affected by challenges. Issues such as the affordable housing crisis; the opioid epidemic and other substance use disorders; and critical, unmet need in the State's foster care system all demand visionary, creative leadership and transformational investments. In addition, the committed nonprofit leaders of the area presently struggle with uncertainty and loss in government funding, which limits their ability to strategically respond to these pressing issues and growing needs.

The new Executive Director will not only connect donors to organizations and programs in need but will join community leaders to build a strategy to respond to these challenges and ensure that everyone in the region has an opportunity to thrive. They will hold a seat of extraordinary influence and invite diverse community members to the table, upholding the Foundation's commitment to inclusion and to ensuring all voices are represented.

Leading a passionate and knowledgeable staff, the incoming Executive Director will drive the vision to increase the Foundation's impact, engaging current stakeholders and inspiring the next generation of donors to engage the Foundation as a partner in achieving their philanthropic goals. The ideal candidate brings strong management expertise and is committed to accountability and to working collaboratively to maintain a culture of excellence among the staff. In addition, they will combine their commitment to the mission of the Foundation with their understanding of nonprofit operations, community relations, finance, and management to grow the assets under management and increase the Foundation's ability to make transformational investments in the community.

## Key Position Functions

**Board Relations** – Establish and maintain exceptional relationships with the Board of Directors, serving as a trusted advisor and strategic partner in recruitment, board development, growth, and evaluation. Communicate with clarity and purpose, providing comprehensive reporting to the board and its committees. Serve as the principal liaison to the Board of Directors and the advisory boards of affiliate funds, offering visionary leadership, governance expertise, and best-practice counsel; serve as an ex-officio member of board committees to foster alignment and engagement at the highest levels.

**Nurture and Build Networks** – Cultivate a climate of trust and mutual respect across the community, forging powerful relationships and dynamic networks of support. Actively convene diverse and influential community leaders around urgent strategic topics and transformative initiatives that align with the Foundation’s mission and address vital community priorities.

**Financial Management** – Ensure the Foundation consistently operates with financial integrity and long-term sustainability. Provide strategic oversight and executive leadership in all aspects of financial management. Supervise budget development and monitoring with rigor and transparency. Deliver precise and timely financial reporting to support board stewardship. In collaboration with the investment committee and expert counsel, craft and manage prudent investment policies and high-performing strategies that advance the Foundation’s mission and protect its assets.

**Donor Relations** – Spearhead the Foundation’s fundraising and development efforts, shaping ambitious development strategies, annual campaigns, and legacy-giving initiatives. Inspire a culture of philanthropy among staff and board that reinforces donor engagement and long-term stewardship. Maintain high-profile visibility in the community to foster relationships with current and prospective donors. Cultivate deep, enduring partnerships with high-net-worth individuals to secure transformational gifts and establish donor-advised funds. Engage a strong network of financial and professional advisors to expand philanthropic reach and elevate the Foundation’s profile.

**Fund Administration** – Provide visionary oversight for all fund operations, ensuring the faithful fulfillment of donor intent across all distributions. Lead staff with strategic insight to grow and strengthen affiliate funds, coordinating investments, governance structures, and operational needs with precision and care.

**Grantmaking and Scholarship Management** – Provide executive leadership to the Foundation’s grantmaking and scholarship programs, ensuring a rigorous, equitable, and impact-driven process. Monitor community trends and emerging needs to ensure the Foundation remains a responsive and effective philanthropic leader. Champion partnerships with nonprofit organizations and enhance their capacity through thoughtful funding and collaborative initiatives. Safeguard alignment between grantmaking activities and the Foundation’s strategic goals and values.

**Marketing, Public Relations, and Communications** – Direct the Foundation’s marketing and communications strategy to inspire community engagement and elevate visibility. Serve as the primary public representative of the Foundation—articulating vision, impact, and values across public forums, civic gatherings, and donor events. Provide creative leadership in the development of compelling print and digital communications that effectively convey the Foundation’s mission, programs, and community value.

**Operations Management** – Provide decisive leadership for daily operations and talent management. Build and empower a high-performing staff with a shared commitment to excellence. Ensure organizational compliance with all applicable laws and philanthropic standards. Develop and implement policies that reflect operational best practices and uphold the Foundation’s reputation for integrity and professionalism. Maintain full accreditation with the Community Foundation National Standards® program through meticulous adherence to rigorous benchmarks.



**Strategy and Planning** – Guide the Foundation’s strategic direction with foresight and discipline. Ensure alignment between daily operations and long-term vision—as set by the Board of Directors. Champion the creation of actionable, results-oriented operational plans across all departments to achieve measurable progress toward strategic goals.

## Qualifications

### Competencies and Attributes for Success in the Position:

- Financial and investment acumen
- Strong moral conviction and humility
- Communicates effectively across all media
- Builds networks
- Instills trust
- Drives vision and purpose
- Interpersonal savvy
- Strategic mindset
- Business insight
- Customer and donor focus
- Decision quality
- Manages complexity
- Resourcefulness

### Required Qualifications:

- Five years’ experience in a management and leadership position with responsibility for serving diverse community constituents and clients.
- Proven experience leading and managing high-performing professional teams.
- Experience evaluating constituent needs and developing and implementing strategic and operational plans to meet organizational objectives.
- Bachelor’s degree in public administration, business administration, finance, education, nonprofit management, or related field.

### Desired Qualifications:

- Proven experience in a public-facing role involving donor or customer relations, fundraising, sales, board relations, and stakeholder engagement.
- Familiarity with grantmaking and/or foundation programs and management.
- Master’s degree in public administration or business administration, or a related field such as educational administration or communications.
- Proven investment management experience and familiarity with fund accounting.
- Certified Fundraising Executive (CFRE) certification or designation as a Chartered Advisor in Philanthropy.

### Compensation:

Parkersburg Area Community Foundation expects to offer a competitive compensation and benefits package for this position. The target salary is \$130,000-\$160,000 commensurate with experience.

## Application Process

Benefactor Group is honored to be assisting Parkersburg Area Community Foundation with this executive search. Applications will be reviewed as they are received. All applications are considered highly confidential. To be considered for this position, please submit an application at this link: <https://bit.ly/PACF-EDapp>.

To learn more about Parkersburg Area Community Foundation, please visit <https://pacfwv.com>.

Please do not contact Parkersburg Area Community Foundation staff or board with questions or interest in the role. All inquiries about the position should be directed to Benefactor Group.

**Benefactor Group Recruitment Team**

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## About Parkersburg, West Virginia

Parkersburg, a proud part of “Wild and Wonderful” West Virginia, offers extraordinary natural beauty—perfect for hiking, kayaking, and biking—and easy access to green spaces like the Rails to Trails Network, Blennerhassett Island State Park, and North Bend State Park. And, nestled at the confluence of the Ohio and Little Kanawha Rivers, the area boasts easy access to boating and water sports.

These beautiful natural settings are complemented by the opportunities and amenities of a mid-sized city. Parkersburg is the fourth-largest city in West Virginia and is located close to the state’s capital city of Charleston, Historic Marietta, and only a few hours from Columbus, Cleveland, and Pittsburgh. Parkersburg is also one of West Virginia’s most historic cities, with a fascinating heritage that has been preserved by the region’s many museums and historic sites. A newly opened children’s museum, Discovery World on Market, a thriving Art Museum, and The Actors Guild are among the cultural offerings of its downtown.

The community is home to West Virginia University at Parkersburg, as well as a dynamic public school system that enrolls 13,000 students and excels at early education. West Virginia at large is a tight-knit state that celebrates its institutions, with residents rallying around college athletics at West Virginia University and Marshall University. Other anchor institutions in Wood County include the WVU Medicine – Camden-Clark Medical Center, which has received Consumer Choice Awards for the quality of its care for more than a decade.

All of these assets—combined with low crime rates, low commuting times, and lower-than-average cost of living—make Parkersburg and the Wood County area a premier choice to live, work, and play.

For more information about life in Parkersburg and the surrounding region, visit:

<https://www.greaterparkersburg.com/>.





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