



Position Announcement

Chief of Staff Appalachian Community Capital Hybrid/Appalachia/Washington, DC

Appalachian Community Capital is seeking a Chief of Staff (part-time position) to support the President and CEO in their oversight of a fully owned subsidiary, the Green Bank for Rural America. The Green Bank will make investments – using a \$500 million award from the U.S. Environmental Protection Agency – to connect rural communities to new sources of financing. The award will help attract even more private capital, for an estimated \$1.6 billion of investment into 2,000 diversified energy projects.

THE ORGANIZATION

[Appalachian Community Capital](#) (ACC) is a Community Development Financial Institution (CDFI) serving member CDFIs across the 13-state footprint of Appalachia. ACC was founded in 2013 with a mission to increase small business lending across this undeserved and primarily rural region. By providing capital, capacity building, and innovative programming to its members, ACC catalyzes entrepreneurship, opportunity, and inclusive growth in diverse and distressed communities. ACC has 37 members which manage over \$2 billion in total assets. ACC is led by its President and CEO (ACC CEO) and a Board of Directors composed of both ACC members and national leaders in development finance. Investors and supporters of ACC include: the Appalachian Regional Commission, US Treasury CDFI Fund, the Ford Foundation, Goldman Sachs, Bank of America, Truist, US Bank, Wells Fargo, Benedum Foundation, Dogwood Foundation, Mastercard Foundation, and many others.

ACC was recently selected to receive a \$500 million [Greenhouse Gas Reduction Fund](#) (GGRF) Clean Communities Investment Accelerator (CCIA) award to catalyze green energy investments in low-income rural communities impacted by declines in the fossil fuel industry. This place-based start-up effort will be a hub for investment and technical assistance to community lenders, local leaders, and workforce development partners in coal, energy, underserved rural, and Tribal communities across the United States.

ACC is starting the [Green Bank for Rural America](#), a wholly-owned non-profit subsidiary of ACC, to provide public and private capital that enables rural areas to gain the most benefit from the new energy economy. The Green Bank will make investments, using the GGRF award, to connect rural communities to new sources of financing. The award will help attract even more private capital for an estimated \$1.6 billion into 2,000 diversified energy projects. Beyond the GGRF award, the Green Bank aspires to become a self-sustaining entity to continue to provide financing for new energy investments to diversify the economy in targeted rural communities.

THE POSITION

Appalachian Community Capital (ACC) seeks a strategic and highly experienced Chief of Staff to provide oversight of the Green Bank for Rural America, and to support the capital raise for associated investment vehicles and related operational activities. The Chief of Staff will report directly to the President and CEO of Appalachian Community Capital and will assist in oversight of the operations of the Green Bank to ensure impacts are achieved and operations are efficient and effective. This position is envisioned as a part-time position.

KEY RESPONSIBILITIES

- Act as a strategic advisor to the ACC President and CEO and Green Bank CEO and their leadership teams to enhance decision-making and operational efficiency.
- Support fundraising activities to enhance financial resources for ACC and the Green Bank for Rural America. This will include raising investment capital for affiliated loan and investment funds, as well as grant support for operation activities.
- Support effective strategic leadership by the ACC President and CEO as Chair of the Green Bank for Rural America Steering Committee, including coordination of Steering Committee communications and meeting structure.
- Organize and prioritize critical issues and required information for the ACC President and CEO, and the Green Bank executive team to facilitate efficient decision making.
- Act as a liaison between the ACC President and CEO and Green Bank CEO and senior leadership team regarding project updates, proposals, and planning.
- Assist, in collaboration with Green Bank leadership, in developing and monitoring key organizational health and performance indicators for Green Bank for Rural America.
- Manage strategic projects with a focus on maximizing impact and ensuring successful outcomes.

QUALIFICATIONS

- Proven experience in senior leadership roles (+10 years), with substantial background in community development finance, impact investing, community economic development or similar fields. Experience to include strategy development, implementation and oversight.
- Demonstrated success in fundraising – both for capital and operational support - and the ability to forge relationships with a variety of stakeholders and donors.
- Experience supporting President / CEO positions, and Boards of Directors.
- Strong organizational, communication and leadership skills, capable of leading cross-functional teams and managing complex organizational structures.

- Comprehensive knowledge of the community development finance field with a deep commitment to rural American communities.

The position is one of several senior leadership positions hired as the Green Bank is developing. Compensation will be commensurate with experience. ACC has set a salary range of \$195,000 to \$225,000, prorated to a part-time position. The position will be hybrid and based in Washington, DC or other ACC offices to be established in Appalachia. The position will require travel up to 15% of time.

APPLICATION PROCESS

To apply, upload a detailed resume and cover letter explaining qualifications and your interest in this leadership opportunity to our [portal here](#). For inquiries, contact Olive Idehen olive.idehen@cbiz.com. Resume reviews begin immediately.

EQUAL OPPORTUNITY EMPLOYER

ACC is committed to treat all its employees and candidates for employment with dignity and respect and to provide a workplace that is free from discrimination, whether that discrimination is based on race, color, religion, sex, national origin, disability, political affiliation, marital status, ages, sexual orientation, gender identity, pregnancy, or other non-merit factors. ACC is committed to diversity and inclusion, and our goal is to have a workforce that is representative of the communities we serve.

About CBIZ's Nonprofit & Social Sector Group

CBIZ's Nonprofit & Social Sector Group is working with Appalachian Community Capital and the Green Bank for Rural America to support the search. Our group is a mission-driven professional services firm seeking to do more for nonprofits and socially conscious organizations.