JOB TITLE: Senior Vice President, Finance and Administration

DATE PREPARED: May 15, 2019

The SVP of Finance and Administration supports goals, values and philosophy by exhibiting the following behaviors: excellence, quality service, commitment and accountability. As a member of Appalachian Community Capital’s management team, the SVP demonstrates the following accountabilities: communication, teamwork and job knowledge.

ABOUT APPALACHIAN COMMUNITY CAPITAL

Appalachian Community Capital (ACC) is a nonprofit Community Development Financial Institution (CDFI) loan fund. ACC’s primary function is to serve as a wholesale development finance intermediary, or fund of funds, for community development lenders that make affordable loans to small businesses throughout the Appalachian Region. ACC’s 19 high-performing members are mission-driven lenders committed to meeting the credit needs of rural Appalachia. Since 2015, ACC has invested nearly $17 million in underserved communities, and provided access to capital and expertise to small businesses owners and entrepreneurs, including minority- and women-owned businesses.

POSITION SUMMARY

Working under the policy direction of Appalachian Community Capital (ACC) and under the general supervision of the CEO, the SVP-Finance and Administration is responsible for ensuring ACC's overall financial planning and budgeting programs are aligned with the corporate strategic plan and the expectations of all funders and stakeholders. This position can be performed remotely.

PRIMARY DUTIES AND RESPONSIBILITIES include the following:

• Budget and Financial Planning - Works with the CEO to formulate, implement and maintain ACC’s overall strategy for financial and budgetary initiatives.
• Investment and Fund Management – Manages ACC’s investment program and investors relationships. Responsible for managing and maintaining investment notes and records, servicing investments and interest payments, and managing investor relationships.
• Administrative Management - Assists with contract management, and performs other duties as assigned.

COMPENSATION AND BENEFITS:

ACC offers a competitive salary based on experience and skills, as well as an excellent benefits package, including health, disability and life insurance, 401(k) savings plan with employer match, and paid time off.

HOW TO APPLY:

Interested candidates should email a resume/CV and cover letter that outlines how your skills and experience meet the qualifications of the position, and salary requirements to dgambrell@acc1.org with “Senior VP-Finance and Administration” in the subject line. First application reviews will begin July 1, 2019.

ACC is an equal opportunity employer and welcomes candidates from diverse backgrounds. We thank all those who apply, but only shortlisted candidates will be contacted. Follow-up telephonic and written inquiries will not be accepted.