



Position Announcement

Senior Executive Assistant to the President and CEO Appalachian Community Capital

Organizational Overview:

[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 US EPA Greenhouse Gas Reduction Fund - Clean Communities Investment Accelerator 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. This initiative known as [Green Bank for Rural America](#) is a wholly-owned, nationally-operating, non-profit subsidiary of ACC and is led by a Steering Committee which is chaired by the ACC President and CEO. The Green Bank for Rural America will be led by its own CEO and leadership team, all of whom will be hired in 2024 and 2025.

Position Overview:

The Senior Executive Assistant (SEA) will support the ACC CEO in her responsibilities to run ACC and to oversee the new Green Bank for Rural America. ACC currently operates with 2-full time staff and a wide range of contractors and contracted services to support its robust set of activities, which include lending, capacity building, programming, and training. The ACC CEO is a nationally recognized leader and is in great demand as a speaker at high-profile convenings. She also serves on and/or leads Boards of other organizations and must balance those responsibilities. With the EPA grant, her responsibilities are expanding.

The SEA role will play a critical role to support the ACC CEO in all of these endeavors. We expect the SEA will spend approximately equal amounts of time on ACC matters, serving as a liaison within ACC, its members, and many external groups, and on Green Bank for Rural America matters, providing coordination with ACC staff, the Green Bank Steering Committee, the Green Bank CEO, and providing updates to the ACC Board of Directors.

Position Responsibilities:

The Senior Executive Assistant is charged with supporting the ACC CEO in ensuring they are successful in prioritizing the highest impact opportunities. The role facilitates all administrative matters of the office of the CEO, including Board and/or Steering Committee meetings preparation, investor/philanthropic interaction, community lender meetings support, and internal and external events involving the CEO. The successful candidate is high capacity and thrives when managing multiple priorities in a high growth context. Key responsibilities include:

- Provides high-quality administrative assistance to the CEO including preparing and editing correspondence, papers, reports, and other documents within established timeframes with efficiency and confidentiality.
- Maintains the CEO's extremely active calendars of appointments and contact files with a high degree of confidentiality and professionalism.
- Works independently and proactively with minimal supervision, and keeps the CEO informed of upcoming commitments, appointments, and responsibilities.
- Applies proactive problem-solving; efficiently and effectively escalates and resolves mission-critical challenges and developments in a fast-moving environment while handling matters expeditiously, prioritizing work, resolving conflicting needs, and following up appropriately.
- Manages travel arrangements which may be complex at times, prepares itineraries and relevant materials, processes expenses and reimbursement requests.
- Takes the lead in organizing and facilitating daily priorities for the CEO. Ensures they focus on strategic priorities and the high demand for their time is managed.
- Establishes a schedule that ensures the CEO focuses on the most impactful areas to achieve the organizational priorities. As tasked on specific projects, facilitates collaboration to achieve the best outputs and results.
- Enables positive Board/Steering Committee relationships: Plays a leading role in Board/Steering Committee meeting preparation. Facilitates the preparation of the process, supporting the CEO to deliver timely presentations and follow-ups. Prepares regular Board/Steering Committee updates with information as needed.
- Works closely with organizational leaders, both staff and contractors, who are charged with leading priority projects for ACC and Green Bank for Rural America to ensure effective and timely communication with the CEO.
- Ensures work events are prioritized and aligned with personal obligations in terms of travel planning, scheduling, and other social engagement given the 24/7 nature of the CEO role.

Qualifications:

- 3+ years' experience supporting a C-suite Executive
- Excellent writing, editing and communication skills
- Experience using technology platforms in efficiently advancing work
- Demonstrated success managing multiple priorities with excellent attention to detail in a high volume environment

The position will be based in Washington, DC and/or hybrid with the ability to periodically travel to Washington, DC. ACC anticipates that this position will operate during normal working hours, with some time requirements outside of normal working hours.

The annual salary range for the position is \$120,000-\$135,000, depending upon experience. Full benefits including health insurance, retirement contributions, paid time off, and transportation allowance.

Application Process:

To apply, upload a Microsoft Word or Adobe PDF resume and cover letter which conveys your interest in this leadership opportunity, to our [portal](#) (https://curawebservices.mindscope.com/RAFFA04463_CURA/Aspx/form.aspx?lang=en&Job_ID=550). For other inquiries, contact Ashley Farrell at Ashley.Farrell@marcumllp.com. Resume reviews begin immediately. The Hiring Team anticipates advancing interviews and selection activities later in July and early August to make a hiring decision by September.

About Marcum's Nonprofit & Social Sector Group

Marcum's Nonprofit & Social Sector Group is working with Green Bank for Rural America and Appalachian Community Capital to support the search. Our group is a mission-driven professional services firm seeking to do more for nonprofits and socially conscious organizations. Learn more about our work at [Marcum Nonprofit & Social Sector](#).