



**Position Announcement**  
**Chief of Staff**  
**Green Bank for Rural America**  
**Remote**

The Green Bank for Rural America, a nonprofit subsidiary of [Appalachian Community Capital](#) (ACC), seeks an experienced Chief of Staff to serve in a critical leadership role in shaping the operational strategy of this newly established organization. A recently established organization, the Green Bank is designed to provide financial and technical resources to rural communities across America to create good jobs, build wealth, and support healthier communities.

### **THE ORGANIZATION**

The Green Bank for Rural America (Green Bank) is designed to help rural areas gain the most benefit from the new energy economy. Rural communities have long been the heart of energy production in America, powering the growth of our nation. The Green Bank renews this legacy, working alongside rural communities across America to build resilient local economies and to create new opportunities for a prosperous future.

The Green Bank has been initially capitalized with a \$500 million award from the United States Environmental Protection Agency (EPA). This award will help attract additional private capital, for an estimated \$1.6 billion worth of investments in 2,000 projects. This will provide 13,000 good jobs and a way to preserve the quality of life in rural communities, where local businesses and community leaders work together to help their communities thrive.

The Green Bank provides capital to community lenders as well as technical assistance to local leaders and workforce development partners. The Green Bank aspires to become a self-sustaining entity, ensuring rural communities can leverage the new energy economy to:

1. Create good jobs that stay in rural communities, helping local communities thrive;
2. Help families and businesses save, build wealth, and increase profitability, creating a more prosperous future; and
3. Create healthier communities while preserving the quality of life in rural areas.

Visit [Green Bank](#) for more information.

## THE POSITION

Reporting to the Green Bank President & Chief Executive Officer (CEO), the Chief of Staff will serve as a key member of the leadership team, implementing the CEO's vision and leading initiatives focused on organizational strategy, culture, staffing, risk mitigation, and systems. As the CEO's "right hand", the Chief of Staff will monitor the Green Bank's external perception and government relationships to ensure strong organizational standing.

## KEY RESPONSIBILITIES

### Strategic Leadership

- Serve as a senior advisor and strategic partner to the CEO.
- Lead the execution of the CEO's vision and goals.
- Serve as a member of, and support alignment across, the entire senior leadership team.
- Strategically determine when and how the CEO should be engaged on an issue.
- Manage the coordination and preparation of briefing memos, talking points, and background research to ensure the CEO is prepared for internal meetings and external engagements.
- Organize and prioritize critical issues and required information for the CEO and leadership team to facilitate efficient decision making.
- Assess and lead the planning, implementation, and evaluation of select strategic initiatives, with a focus on maximizing impact and ensuring successful outcomes.
- Maintain awareness of external and internal landscape, identifying opportunities for growth and expansion.
- Cultivate and support an intentional internal culture; implement best practices to improve workplace well-being and satisfaction.
- Foster a collaborative culture that empowers and leverages the strengths of the leadership team, staff, and consultants.

### Organization Management

- Support the CEO to develop, oversee, and evaluate a robust organizational structure that:
  - Aligns with stated goals and objectives of the Green Bank,
  - Sustains outstanding external stakeholder relationships,
  - Measures key organizational health and performance indicators, and
  - Reflects a sustainable program/business model.
- Work collaboratively with ACC and Green Bank leadership, team members, and Steering Committee to build intra-team planning, communications, and alignment with strategic priorities.
- Oversee cross-functional, organization-wide projects or initiatives; bring together important stakeholders and help drive decisions.

- Support the preparation of materials for meetings, committees, and other correspondence. Serve as liaison to the Steering Committee as required.
- Identify opportunities to improve internal workflows, communication, and processes to ensure efficiencies and effectiveness, and to ensure the team has the necessary resources and are delivering on commitments in the most impactful way.
- Maintain high-level awareness of all ongoing work throughout the organization and serve to build connections across different streams of work to avoid duplication and amplify efforts.
- Coordinate monthly team and weekly leadership meetings.

### **Risk Mitigation**

- Collaborate with ACC leadership and Green Bank leadership to ensure all programmatic Terms and Conditions are met.
- Develop, implement, and monitor systems to measure and mitigate Green Bank’s reputational risks.
- Maintain an awareness of the political landscape at the Federal, state, and community level in priority rural areas, and cultivate and strengthen strategic relationships.
- Support the maintenance of key relationships including Federal agencies, Congress, and rural economic development partners.
- Oversee internal and external communications with the Communications Director.
- Ensure critical deadlines are met.

### **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 ability to forge relationships with a variety of stakeholders.
- 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.
- Knowledge of the community development field with a commitment to rural American communities a plus.
- Experience with community engagement efforts and/or the management of technical assistance initiatives a plus.

The position will be one of several senior leadership positions hired as the Green Bank is developing. Green Bank provides a collaborative and mission-driven work environment focused on community impact. Salary will be commensurate with experience within the range of \$190K-\$225K, and the Green Bank offers a competitive benefits package through a Professional Employment Organization. The position will be remote. Regular travel is expected.

## **EQUAL OPPORTUNITY EMPLOYER**

Green Bank is an equal opportunity employer. We encourage you to apply even if your experience is not a 100% match with the position. We are looking for someone with relevant skills and experience, not a checklist that exactly matches the job description. We are committed to creating a collaborative and thriving work environment for all employees.

It is Green Bank's commitment 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. The Green Bank strives to have a workforce that is representative of the communities we serve.

## **APPLICATION PROCESS**

To apply, upload detailed resume and cover letter explaining qualifications and motivations for joining Green Bank by clicking [here](#). For inquiries, contact Karen Schuler at [Karen.Schuler@cbiz.com](mailto:Karen.Schuler@cbiz.com). Resume review begins immediately.

## **About CBIZ's Nonprofit & Social Sector Group**

CBIZ's Nonprofit & Social Sector Group is working with 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. Learn more about our work here: [Nonprofit & Social Sector](#).