

**Executive Director**  
**Foundation for the Advancement of Southern and Southwest Virginia**

**Organizational Overview**

The Foundation for the Advancement of Southern and Southwest Virginia (FASS-VA) is a newly established nonprofit organization created to strengthen regional project development capacity and improve communities' ability to compete for external funding across Southern and Southwest Virginia.

FASS-VA works in close coordination with the Virginia Tobacco Region Revitalization Commission (TRRC), which supports economic revitalization and community development initiatives across the region. While TRRC provides critical investment through its grant programs, many communities face challenges in developing projects and preparing competitive applications for federal and other complementary funding sources.

The Foundation is designed to help address this gap by working with local governments, Planning District Commissions, regional organizations, and other partners to identify promising projects, coordinate funding strategies, and support successful project implementation. The Executive Director will lead this effort and guide the Foundation's early organizational development and regional engagement.

**Position Summary**

The Executive Director serves as the senior leader of the Foundation and is responsible for guiding its work to strengthen regional project development capacity and improve communities' ability to compete for external funding.

Working in coordination with TRRC leadership and regional partners, the Executive Director will oversee the Foundation's project development activities, cultivate strategic partnerships, and ensure alignment with broader regional economic development priorities.

The position is structured as a **part-time leadership role**, supported by Community Project Managers responsible for day-to-day project development and coordination with local partners. The position is remote and requires the Executive Director reside in the service areas supported by the Tobacco Region Revitalization Commission.

**Key Responsibilities**

**Strategic Leadership and Regional Coordination**

- Provide strategic leadership for the Foundation in alignment with TRRC priorities and regional economic development goals
- Maintain strong working relationships with Planning District Commissions, local governments, and regional development organizations

- Identify opportunities where the Foundation can strengthen project development capacity across the region
- Represent the Foundation in regional and statewide conversations related to economic development and project funding

### **Project Development Oversight**

- Oversee the Foundation’s portfolio of community and economic development initiatives
- Support identification of projects that align with TRRC priorities and regional needs
- Ensure effective coordination among local partners, project sponsors, and funding entities
- Provide strategic guidance to Community Project Managers as projects move from concept through funding and implementation

### **Partnership and Funding Coordination**

- Work with regional partners to identify federal, state, philanthropic, and other complementary funding opportunities
- Support collaborative approaches that combine TRRC funding with additional funding
- Help position regional projects to compete successfully for external funding opportunities

### **Organizational Leadership**

- Coordinate project development activities with Community Project Managers assigned from TRRC
- Provide supervision, direction and professional development to Community Project Managers as appropriate.
- Engage contract grant writers, as needed, to support project development
- Work with the Foundation Board to establish priorities and review organizational progress
- Ensure the Foundation’s activities remain aligned with its mission and operating framework
- Support development of revenue-generating activities, including grant administration services and external partnerships

### **Operating Structure**

The Executive Director role focuses on strategy, coordination, and partnership development, rather than serving as the primary grant writer or project manager.

Community Project Managers will work directly with communities and regional partners to develop projects and prepare funding applications. Contract grant writers may provide additional proposal development support during peak funding cycles.

### **Relationship with the Virginia Tobacco Region Revitalization Commission**

The Foundation was established to complement and strengthen the work of the Virginia Tobacco Region Revitalization Commission. The Executive Director will maintain close coordination with TRRC leadership and

staff to ensure that the Foundation's project development activities support the Commission's long-term regional economic development objectives.

## **Qualifications and Experience**

The Foundation seeks a leader with demonstrated experience in regional collaboration, project development, and external funding strategy within rural or multi-jurisdictional environments.

### **Professional Experience**

- Significant leadership experience in economic development, regional planning, community development, or a related field
- Experience working with or within regional organizations such as Planning District Commissions, economic development alliances, or regional foundations
- Demonstrated success identifying and securing federal, state, philanthropic, or other competitive funding sources
- Experience coordinating multi-partner initiatives involving local governments, nonprofit organizations, and regional institutions
- Familiarity with project development processes that move initiatives from concept through funding and implementation
- Experience working with governing boards and public-sector partners

### **Knowledge and Skills**

- Strong understanding of regional economic development and community revitalization strategies
- Ability to build productive relationships with local governments, Planning District Commissions, and regional stakeholders
- Experience navigating complex funding environments, including federal and state grant programs
- Strong communication and facilitation skills, particularly in multi-jurisdictional settings
- Ability to guide collaborative projects involving multiple partners and funding sources
- Strategic thinking and the ability to translate regional priorities into actionable initiatives
- Willingness to travel regularly throughout Southern and Southwest Virginia to engage with regional partners and communities

### **Education**

- Bachelor's degree required; graduate degree in public administration, planning, economic development, or a related field preferred
- Equivalent professional experience in regional development or public-sector collaboration may be considered

### **Compensation**

The Executive Director will be compensated on an annual basis within an anticipated range of **\$80,000 to**

**\$105,000**, depending on experience and qualifications. This range reflects the **part-time nature of the role (approximately 25 to 30 hours per week)**.

This position is structured as an independent contractor (1099) engagement and does not include employee benefits.

The Foundation for the Advancement of Southern and Southwest Virginia is committed to building a collaborative and inclusive organization that reflects and serves the diverse communities of the region.

To apply, please provide a resume, cover letter, and three references to [fassvirginia@gmail.com](mailto:fassvirginia@gmail.com), using the subject line "FASS-VA Executive Director Application" no later than June 9<sup>th</sup>.