



Position Announcement

Chief Financial & Administrative Officer Green Bank for Rural America Remote

The Green Bank for Rural America, a nonprofit subsidiary of Appalachian Community Capital, seeks an experienced Chief Financial & Administrative Officer to serve in a critical leadership role in shaping the financial, administrative, and operational strategy of this newly established organization, a pioneering initiative designed to accelerate financing for new energy investments in rural communities and to help create new opportunities for a prosperous future.

THE ORGANIZATION

Founded in 2013, [Appalachian Community Capital](#) (ACC) is a Community Development Financial Institution (CDFI) serving member CDFIs across the 13-state footprint of Appalachia with a mission to increase small business lending across this underserved 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. 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 launched the Green Bank for Rural America, a wholly owned non-profit subsidiary, 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 communities to build resilient local economies and to create new opportunities for a prosperous future.

Backed by a landmark \$500 million award from the United States EPA, the Green Bank makes targeted investments to connect rural communities with new financing sources. The initial award will help attract even more private capital, for an estimated \$1.6 billion into 2,000 projects. This means 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 drives investment 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 [Appalachian Community Capital](#) and [Green Bank](#) for more information.

THE POSITION

Reporting to the President & Chief Executive Officer of the Green Bank, the Chief Financial & Administrative Officer (CFAO) will be instrumental in building and overseeing financial management, human resources, IT infrastructure, and procurement activities. Successful candidates will possess a robust entrepreneurial spirit, comprehensive financial expertise, a passion for the Green Bank's mission, and proven experience in a startup or transformative environment.

The Green Bank recently appointed its inaugural [President & Chief Executive Officer, Daniel Wallace](#). The organization continues to build a team that reflects the diversity of the rural communities it serves.

KEY RESPONSIBILITIES

- **Strategic Leadership:** Act as a key member of the executive team to develop and implement strategies that enhance operational efficiency and mission impact.
- **Financial Management:** Build and oversee sustainable financial operations, including planning, risk management, record-keeping, financial reporting, and budget control.
- **Human Resources Oversight:** Hire HR Lead to oversee strategic HR activities such as hiring, retention, and culture. Select and manage the Professional Employer Organization (PEO) ensuring selection and oversight of payroll, benefits, and compliance for 15-20 employees.
- **IT Management:** Hire IT Lead to oversee strategic IT activities, such as technology and vendor selection and management. Select and manage IT services, ensuring robust network security, effective user support, and website functionality.
- **Procurement Oversight:** Manage procurement processes in accordance with federal and EPA guidelines, ensuring compliance and efficiency.
- **Insurance Management:** Oversee the organization's insurance needs, including liability, directors and officers, and cyber insurance.
- **Funding Oversight and Reporting:** Oversee the federal funding mechanisms and compliance requirements to draw down and disburse funds by ACC, Green Bank for Rural America, and their sub-awardees.
- **Capital Raising and Funding Management:** Support the organization's identification and securing of funding opportunities, including support for management of relationships with banks, financial institutions, and other capital providers.

- **Compliance and Reporting:** Ensure adherence to all regulatory requirements for financial and tax reporting.
- **Team Leadership:** Build and manage a multidisciplinary team to support financial and operational objectives.

QUALIFICATIONS

Successful candidates will bring a range of skills, experience, and attributes including:

- 10+ years in financial management, with at least 5 years in executive roles overseeing finance, HR, and IT. Ensure that Finance, HR, and IT infrastructure align with and support the mission and activities of the organization.
- Experience overseeing grants management, expertise in federal grants management preferred. Knowledge of federal grants standards for nonprofit organizations, along with federal procurement standards, NICRA, and IRS and state reporting and registration requirements.
- Background in community/economic development finance, banking, or investment, exposure to environmental projects or sustainable development a plus.
- Demonstrated success in establishing and scaling operational and financial systems within new or rapidly growing organizations or departments.
- Strong leadership and team building qualities, demonstrated resourcefulness in using a financial lens to set priorities and guide investments in people and systems.
- Excellent communication skills, strategic thinking ability, and committed to ethical governance and sustainable practices.
- Ability to and enthusiasm for training sub-awardees in drawing down, disbursing, and reporting on funding from this program.
- Proficiency in financial software, strong IT literacy, and experience in managing third-party service providers.
- Bachelor's degree; CPA, CMA, or Master's degree in Business Administration or Finance preferred.

The position will be one of several senior leadership positions hired as the Green Bank is developing. Salary will be commensurate with experience within the range of \$190K-\$225K, and the Green Bank will be developing a benefits package. 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 celebrate diversity and are committed to creating an inclusive 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. Green Bank is committed to diversity and inclusion, and our goal is 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. Resume review begins immediately.

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. Learn more about our work here: [Nonprofit & Social Sector](#).