

ABOUT THE EXECUTIVE DIRECTOR POSITION

The Executive Director position at Rebuilding Together Hartford (RTH) leads a dedicated team that includes a three-person staff and a committed, involved Board of Directors. The Executive Director is charged with steering the strategic direction of the organization and implementing the established organizational plan to successfully fulfill RTH's mission and vision.

The Executive Director will work closely RTH's Board of Directors to effectively implement program planning and operations; financial and human resource management; fund development and sponsor relations; and marketing and public relations. The Executive Director will be responsible for assuring that all activities are pursuant to policies established by the Board of Directors.

PRIMARY RESPONSIBILITIES

Leadership

- Lead the organization in fulfillment of the mission and vision through planning, resource management, establishing efficient and effective processes and systems, and achieving targeted outcomes
- Initiate strategic and tactical planning sessions annually, and as otherwise needed, in context of broader economic conditions, the needs of RTH's clients, and the services RTH can provide to the communities it serves
- Initiate, organize, facilitate and lead/participate in committees (e.g., marketing, safety, development) comprised of volunteers and board members to create and implement action plans to accomplish RTH's mission
- Serve as the primary liaison to Rebuilding Together National
- Serve as primary spokesperson for RTH
- Lead by example
- Identify and attend ongoing learning opportunities to focus on leadership and management skills including workshops and readings

Organizational Development and Management

The Executive Director will be required to regularly assess and refine the organizational structure, roles and responsibilities of the organization to accomplish the following:

Program

- Create system to monitor overall program events and activities and feedback loop to provide timely guidance and direction
- Assure appropriate and timely selection of projects
- Create and track key performance metrics to evaluate impact and effectiveness of programs and implement appropriate improvements
- Introduce, organize and implement new programs in response to the broader needs of the community
- Develop and manage yearly organizational plan to ensure that primary goals of the overall organization are met, including establishing objectives and goals for all staff that support the primary goals of the organization

Administration

- Establish and administer clear roles and responsibilities for staff
- Meet regularly with staff to provide direction, assistance and support for activities to fulfill RTH's mission
- Work with staff to create annual staff performance plans and assist as needed in managing individual work plans
- Evaluate and update personnel compensation as needed and at least annually
- Ensure office setting is a safe and amiable environment, includes celebrating achievements
- Manage daily operations of office and staff
- Ensure office infrastructure is strategically planned and implemented to meet growing organizational needs

Budget/Finance

- Working closely with board Treasurer, Executive Committee and staff, to prepare and administer annual budget for board approval based on established goals and objectives and anticipating future organizational needs while allowing for necessary resources
- Work closely with bookkeeper to insure sound accounting practices and assist with audit
- Make sound financial recommendations for the organization
- Manage cash flow to meet or exceed key performance indicators to ensure the financial health of the organization
- Participate as a member of the Executive Committee

Donor and Public Relations

- Work with the Development Chair to prepare and implement annual development plan, including short- and long-term funding strategies
- Identify grant opportunities, secure grants and ensure adherence to reporting requirements
- Identify and establish mutually beneficial partnerships
- Develop and steward donor relationships
- Work with the PR/Marketing Committee to develop annual marketing plan that reflects the annual goals of the organization
- Serve as primary press spokesperson for RTH
- Oversee creation and distribution of all public relations materials ensuring quality, accuracy and alignment with mission
- Oversee production of events, which may include corporate teambuilding events, trainings, National Rebuilding Day, volunteer appreciation events and fundraising events
- Increase community awareness of RTH

Board Development & Relations

- Interface with Board on all RTH matters, including regular communication with Board president, reporting out on organization progress and anticipated needs, making financial and organizational recommendations, and acting as facilitator to foster beneficial and productive Board involvement
- Primary liaison between staff and Board, charged with articulating Board objectives and goals to staff and representing staff's feedback and needs to Board, resulting in collaborative efforts and healthy relations
- Works collaboratively with the Executive Committee on agenda topics and leads production of meeting agendas with the executive committee and following-up with Board members
- Facilitate Board development opportunities to engage Board members in the work of RTH (e.g., site visits, meeting with sponsors, etc.)
- Working with Nominating Committee, taking a leading role to recruit new Board members
- Meeting periodically one-on-one with Board members

Committee Support

- Promote a collaborative approach to achieving organizational goals.
- Serve as a resource for training committee members and volunteers on their roles and responsibilities.
- Delineate between committee and staff roles and responsibilities.
- Meet with each committee chair to clarify roles, responsibilities and expectations.
- Evaluate the success of each committee.
- Oversee and assist in the overall operations of all committees.
- Ensure that committees are meeting objectives and timelines.
- Facilitate the decision-making process for key issues.
- Provide access to equipment and materials needed to accomplish tasks.
- Recommend improvements in the processes.
- Reinforce the importance of committee chairs maintaining their budgets and the need to solicit in-kind donations whenever possible.
- Support committees in the process of volunteer recruitment.
- Ensure committees are utilizing the volunteers effectively.
- Ensure committees develop mechanisms to share information among all committees.

KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrate successful leadership, organizational management and execution of business plans and budgets
- Proven ability to lead and manage a diverse team of staff members and volunteers, including dedication to understanding and working with diverse work and learning styles
- Strong strategic and tactical planning skills
- Understanding of nonprofit sector, preferably renovation and repair services and working with the elderly
- Prior experience in construction helpful
- Proven ability to work with a diverse volunteer, donor, sponsor and public agency pool
- Proven ability to work in a fast-paced, open and team-oriented environment with fluctuating demands from numerous sources (e.g., clients, volunteers, staff, donors, sponsors, public agencies and media)
- Strong written and oral skills, including public speaking experience
- Knowledge of, or ability to quickly grasp, Hartford, its neighborhoods and services
- Excellent interpersonal skills and relationship follow-through
- Proven track record to identify and open doors to new fundraising opportunities
- Successful track record partnering with local municipal and related agencies to craft, create and deliver successful outcomes
- The ability to influence people to 'yes'

REQUIREMENTS

- A proven track record in fundraising for a nonprofit agency
- Superior knowledge of, and proven abilities at, fiscal management
- Direct supervision experience and experience in nonprofit program development
- Solid computer literacy in Word, Excel and Outlook
- Working knowledge of Salesforce a plus
- Ability to work with a flexible schedule, including some late nights and weekends
- Commitment to serving low-income communities
- Education: BA or equivalent experience, MA preferred

Benefits

The successful candidate will receive a competitive salary, health insurance, and three weeks of paid time off. Learn more about us at www.rthartford.org.

Rebuilding Together Hartford will provide equal employment opportunity without regard to race, color, gender, age, disability, religion, national origin, marital status, sexual orientation, ancestry, political belief or activity, or status as a veteran.

The salary range for this full-time position is commensurate with experience.

Interested applicants should send their resume, along with a cover letter and references to: jliddy@rthartford.org.