

Job Description

Executive Director

General Functions & Conditions

Serves as chief executive and operating officer of Rebuilding Together Northern Nevada, Inc. (RTNNV), a 501(c)3 non-profit charitable organization currently operating in Washoe County and Carson City, NV. RTNNV's mission is to bring together volunteers and communities to improve the homes and lives of low-income homeowners. The Executive Director shall be responsible for carrying out the plans, policies, and strategic direction of the Board of Directors and for overall management of financial operations, fundraising and grants, general event and program administration, human resources, and day-to-day operations.

The individual filling this role shall be a positive, innovative, and motivated self-starter and have a professional demeanor. Highly desired qualities include a willingness to learn and the ability to appreciate multiple perspectives. The Executive Director must have excellent listening skills, exceptional written and verbal communication skills, and an ability to partner and collaborate. The work environment is fast-paced and requires attention to detail, multi-tasking, and time management skills. As this position is currently remote, the Executive Director shall be able to work independently but have a team-oriented attitude to accomplish the goals and mission of the organization.

The Executive Director position is currently a remote position; however, the preferred location is Washoe County, and the individual must reside in Nevada. The individual filling this position must be able to establish an appropriate working environment in their home, including having reliable internet access and a dedicated workspace free from distractions. The RTNNV will provide necessary equipment for the Executive Director to complete their job duties, such as a laptop, additional screens, keyboard, mouse, and cell phone; however, this does not include the acquisition of furniture or any remodeling necessary for this individual to work from home successfully.

Local travel, defined as within 30 miles of the individual's home (depending on their residence), is anticipated to be necessary 2 to 4 times per week. Overnight and longer distance travel is anticipated to be 1-2 times per year.

Supervisory Relationships

Reports to the Board of Directors; works closely with all Board Members and Committees; supervises and manages all paid and volunteer staff.

Specific Job Responsibilities

Immediate/Near-Term Priorities

- Working with the Board and Board Committees on early organizational development and establishment of systems and policies; setting up office; hiring initial staff.
- Working with the Board and Board Committees on establishing the next phase of fundraising systems and goals; leading fundraising efforts.
- Supervising the intake and screening process for homeowner applicants; supervising the close-out of all jobs for all approved homeowners and the reimbursement requests to grantors.

Long-Term Responsibilities

Strategic Planning and Execution

- Works with the Board to ensure that RTNNV's long-range strategy achieves its mission and makes consistent and timely progress toward these goals.
- Works with the Board's Governance Committee to ensure that all appropriate and necessary policies and procedures are well-documented, disseminated to all concerned parties, and consistently implemented; recommends changes in policies and procedures, as mandated by federal, state, or city regulation or by RT National policy.
- Provides leadership to the Board and its Committees by developing comprehensive plans and strategies for financing, marketing, programs, projects, and events. Presents alternatives and facilitates discussion of possible positive and/or negative outcomes; then executes Board-authorized plans and strategies.
- Ensures that the Board is kept fully informed of the financial condition of the organization and all-important factors influencing it, as staff liaison to the Board and its Committees and developing and disseminating detailed status reports of financial condition, fundraising activities, program progress and goals, and other critical matters.
- Ensures that RTNNV, its programs, projects, and events undergo regular evaluation.

Financial Management

- Closely monitors expenses and prudently manages RTNNV's resources within budgetary guidelines to ensure that adequate funds are available for the organization to carry out its work.
- Works with appropriate staff or consultant to prepare data for monthly financial statements and related financial materials for the Treasurer's presentation to the Board.
- Ensures RTNNV adheres to financial practices, regulations and guidelines specified in state and federal regulations, National Charities Information Bureau Standards in Philanthropy, generally accepted accounting principles, and Rebuilding Together policies.
- Works closely with the Board Treasurer, financial consultants, and external accounting

firms to coordinate annual federal, state, and local compliance and reporting requirements.

- Ensures maintenance of official records and documents are in compliance with federal, state, and local laws and regulations, as well as with RTNNV's Record Retention Policies.
- Monitors potential risks and liabilities for RTNNV through developing a risk mitigation plan to evaluate insurance requirements and coverage.

Fund Development

- Oversees revenue forecasting, projections, and requirements; identifies and informs the Board and Resource Development Committee of potential issues with future revenue streams.
- Researches prospective civic, corporate, and individual donors and grantors to identify and evaluate potential funding sources and informs Board and Resource Development Committee of such; makes initial contacts, follows through by making presentations to potential donors, and coordinates funding opportunities; builds and maintains profitable, long-term relationships with current and prospective donors and grantors.
- Generates new ideas and business opportunities to increase fundraising and fund development to meet and exceed revenue goals set by the Board; establishes an on-going fundraising program to support RTNNV's future operations and programs.
- Develops with the Resource Development Committee and the Board Treasurer an annual fundraising plan for Board approval; establishes reasonable fundraising goals, activities, and budgets; and initiates, plans, and implements all necessary activities, in a timely manner, to ensure that program goals and objectives are accomplished.
- Participates in the RTNNV's Resource Development Committee; liaises with volunteers and contract grant writers, if any, on an on-going basis.
- Supervises administration of fundraising records and documents, coordinates pass-through grants received from RT National, and responsible for maintenance of strict confidentiality over all financial records, documents, and transactions related to RTNNV.

Public Relations and Marketing Management

- Ensures that RTNNV, its missions, programs, and services are consistently presented in a strong, positive image by buttressing the Board's public relations and marketing efforts.
- Serves as lead spokesperson for RTNNV in developing and coordinating public awareness, visibility, and brand-enhancing activities.
- Participates in and maintains working relations with relevant civic, community, and networking groups and with other non-profits whose missions are compatible with RTNNV's.
- Assists in the preparation and distribution of public relations, marketing, and community outreach materials.
- Establishes and maintains strong ties with local media to promote RTNNV and its mission within the community.

Project and Event Management

- Prioritizes work-day projects, works closely with relevant Board and Committee Chairs to ensure that work-day projects are appropriately budgeted, that House Captains and Hospitality and Registration Team Members are identified and trained, that sufficient numbers of general and skilled volunteers (including pay-to-work groups of volunteers) are recruited, that sufficient donations of materials and supplies are available, and that budgets are adhered to or amended, if necessitated by unusual circumstances.
- Following workday projects, ensures that all expenses are accounted for, that program participants have opportunity to participate in after-the-fact satisfaction surveys, and that all projects are evaluated effectively to ensure on-going growth, development, and improvement in both services provided and the manner of the delivery of those services.
- Works with relevant Board and Committee members and staff to develop and implement special events.

Administrative Management

- Conducts official correspondence of the organization and, jointly with designated Board officers, executes legal documents.
- Supports the Board by providing data for the Annual Affiliate Report and information for the Standards of Excellence report; ensures, through staff and/or volunteers, that RTNNV's internal database, cloud storage system, social media account(s), and website are regularly maintained and updated.
- Attends and actively participates in all RTNNV Board meetings and retreats; specific Committee meetings as required; and periodic regional meetings and annual National Conference, when feasible.
- Establishes and maintains strong relationships with the Executive Directors of other Rebuilding Together chapters, as well as with relevant staff in the Rebuilding Together national office, sharing expertise and ideas as appropriate.
- Supervises staff and ensures that staff have the resources and training needed to fulfill their functions effectively; evaluates staff performance; recommends personnel actions (e.g., hiring, retention, promotion); develops job descriptions, revising as necessary; and adheres to sound human resources practices.
- Ensures timely response to calls and/or email inquiries for assistance.
- Liaises with and supervises activities of outside consultants, accountants, and legal counsel as necessary.

**Executive Director
Preferred Qualifications**

- *A bachelor's degree in an appropriate field (e.g., business, administration, finance) or equivalent experience.*
- *Ideally, 3 to 5 years' experience in non-profit, public service and/or community relations management, with program/project management experience desirable.*
- *The ability to work with an all-volunteer Board composed of individuals from diverse backgrounds with diverse skill sets.*
- *Knowledge of and experience with management in a non-profit environment, including strong financial experience and familiarity with the management of fundraising, projects, marketing, and volunteer recruitment activities.*
- *Demonstrated excellence in oral and written communication skills, including the abilities to present complex material concisely yet clearly to the Board and to effectively represent RTNNV's activities, programs, and goals to the public.*
- *Demonstrated ability to work cooperatively and respectfully with staff, clients, Board members, and other constituencies.*
- *Demonstrated ability to prioritize and manage several diverse projects and/or programs simultaneously and to work efficiently under pressure.*
- *Ideally, demonstrated proficiency in bookkeeping and complex record keeping, including specific expertise in both Excel spreadsheets and the Quick Books accounting system and in Microsoft Word and Power Point; and/or sufficient familiarity with these applications to manage staff and contractors with these skills.*
- *Must be able to work some evenings and weekends, as needed.*
- *Must have access to a reliable vehicle, possess a valid Nevada driver's license, and be able to travel locally on an on-going basis. Must be able to travel state-wide, on an occasional basis as needs arise.*
- *The position currently works remotely, and candidates therefore must be able to work independently and be self-motivated to achieve goals and results.*

Starting Salary \$70,000

RTNNV follows hiring practices established by the Federal Equal Opportunity Employment Commission (EEOC) and the State of Nevada Equal Rights Commission (NERC). RTNNV is an Equal Employment Opportunity Employer and will not discriminate based on race, color, creed, religion, gender, gender identity, pregnancy, marital status, partnership status, sexual orientation, domestic violence victim status, or any other characteristic prohibited by federal, state and/or local laws. The physical and mental requirements described here are

representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.