Executive Director Opportunity

Rebuilding Together Nashville is seeking a collaborative leader and self-directed manager with a commitment to housing affordability and equity. The incoming Executive Director will bring their enthusiasm along with their experience as a relationship builder and strategic thinker to the work. They should be a confident fundraiser, strong team manager and have experience sustaining a broad base of community and financial support.

The next several years at Rebuilding Together will provide both a creative and rewarding leadership and career opportunity. Starting with a well-respected organization, diverse funding base, talented staff, dedicated Board of Directors, and supportive partners, the incoming Executive Director will help maintain and build upon our broad base of community support while also focusing our strategic direction to support Nashville’s changing housing needs.

What we do
Rebuilding Together is a vibrant organization focused on repairing homes, revitalizing communities and rebuilding lives. The work we do creates safer and healthier neighborhoods and makes it possible for people to live independently for a longer time in their own homes. Our impact extends beyond the individuals served, to revitalize and stabilize neighborhoods and communities.

Since we were founded 25 years ago, we have continued to grow and expand our services beyond our Safe and Healthy Home Improvement Program, to include our Bordeaux Initiative, which is the first community served within our target community framework, homeowner education and support; our Disaster Recovery Program that is assisting homeowners recovering from the 2020 tornado and the 2021 flood. For more detailed information on these programs, our partners and our impact, visit our website at www.rtnashville.org.

Our efforts are strengthened by partnerships and collaborations with city government, private businesses, skilled tradespeople, civic organizations, and community volunteers. Nationally, Rebuilding Together includes a network of 130 affiliates across 40 states. Our Nashville affiliate is a rising star, with an operating budget of $1.4 Million. In addition, we have built a healthy balance sheet and reserves. Funding comes from a variety of sources including government grants, corporate donations and sponsorships, foundations, individuals, and special events.

Locally, the Executive Director works in partnership with a 16-member Board of Directors to guide day-to-day operations and major strategic objectives of the organization. The Executive Director supervises and maintains strong relationships with staff, volunteers, funders, community, and political leaders. Current staffing includes 4 full-time staff positions, a part-time contract bookkeeper, and a part-time Administrative and Programs Assistant. The Executive Director and staff work with professional contractors, trades persons, and volunteers to provide substantial home improvements to 25-35 homeowners annually. Last year, this work translated to over $700,000 of direct home improvement assistance to homeowners in Bordeaux and through our Disaster Recovery Program.
Candidate Profile
The ideal candidate will possess many of the following skills and experience:

- Exceptional communication skills including writing, speaking, meeting facilitation, and consensus building.
- Demonstrated capacity to build alliances and sustain collaborative relationships with a diverse array of nonprofit, City, and corporate partners.
- Confident fundraising skills with a proven track record in attracting and sustaining financial support -major gifts, corporate sponsorships, government, and foundation support.
- Team building abilities to develop, retain, motivate and lead staff and volunteers while maintaining a high level of performance.
- Experience with or an understanding of the issues and trends impacting low income seniors, vulnerable homeowners, and their families. Project or construction management experience helpful, but not required.
- The ability to effectively represent Rebuilding Together and our programs and clients among diverse stakeholders in the community.
- Financial and/or business management with a budget of comparable size and revenue streams.
- The ability to work in close partnership with an engaged Board to lead the organization toward a shared vision and new directions in response to changing needs and opportunities.
- Bachelor’s Degree and senior management experience in a thriving organization of comparable focus and size

In addition, candidates will need to:

- Effectively utilize information technology, accounting, and database applications (Salesforce).
- Work occasional nights and weekends as needed to support Board and community events. We offer flexibility to accommodate these obligations.
- Pass a background check

Deadline for applications: March 25th, 2022

Estimated start date: May 9, 2022

Compensation: RTN is prepared to offer a competitive compensation package that includes shared health insurance cost coverage (2/3rd of health insurance premium covered by RTN; 1/3rd by employee). Dependent coverage may be elected at the employee’s expense. Short and long-term disability insurance is offered at no cost to the employee. In addition to generous sick leave and vacation accrual, RTN offers 7 paid holidays as well as an office shutdown between Christmas Eve & New Year’s Day. This is a full-time, exempt position based in Nashville, Tennessee. Salary is $75,000, depending on experience and leadership structure.

Confidential Application Process: Email your cover letter (Word or PDF document) summarizing your interest, fit with qualifications, and experience along with a current resume to: careers@rebuildingtogethernashville.org
Executive Director Job Responsibilities

* Provided as a guideline to the incoming Executive Director given the organization's priorities for the first 12 to 18 months of the job.

Drive Fund Development, Partnerships and Community Relations (30% of job responsibilities*)
- Provide a credible and informed presence for Rebuilding Together in the community.
- Work with a dedicated, engaged Board of Directors and staff to identify, diversify and secure necessary financial resources from public and private sources, including making “the ask.”
- Develop and implement an annual development plan including corporate, government, major donor and foundation support.
- Oversee the development of compelling, accurate and timely funding proposals and reports.
- Provide leadership and planning for fundraising and community engagement events.
- Develop and maintain relationships and collaborations with appropriate community, government, religious, and corporate stakeholders to build a strong awareness of the needs of vulnerable homeowners and their families as well as the organization’s role in serving those needs.
- Review communication strategies and content for collateral materials including the website, social media, newsletter, donor and promotional materials.

Program oversight, planning and evaluation (20%*)
- Maintain a thorough knowledge of the regional issues and stakeholders that support vulnerable homeowners in our service area(s).
- Oversee and manage programs and projects consistent with the mission, values and goals of Rebuilding Together, as well as establish key metrics to evaluate effectiveness and impact.
- In partnership with the Board, evaluate and implement short and long-range strategic priorities, budgets, and growth plans that are realistic, sustainable and reflect our mission, values and goals.

Manage a Fiscally Sound Organization and Positive Work Environment (30%*)
- Serves as the default CFO to ensure Rebuilding Togethers’ sustainability through thoughtful and realistic budget planning and monitoring.
- Oversee monthly financial reporting and payroll, approve expenses and invoices for payment, and sign checks.
- Initiate and assist with the bi-annual audit.
- Regularly evaluate internal operations, policies and procedures for efficiency and effectiveness.
- Lead by example and recruit, train, and retain a strong staff and volunteers with a broad range of skills.
- Review operating systems to ensure effectiveness and efficiency.
- Provide financial oversight, seeing that all funds are disbursed in accordance with contract requirements and donor designations.
- Negotiate all agency contracts and grants.
- Ensure compliance with personnel policies and with all federal and state regulations.
- Ensure accuracy of current job descriptions and completion of regular performance evaluations.
- Other duties as assigned.

Partnership with the Board of Directors (15%*)
- Assist members of the Board in their roles and responsibilities by providing support, education and leadership.
- Assist the Board in identifying, recruiting and utilizing Board members with the essential skills to support the mission and vision of Rebuilding Together Nashville.
- Ensure effective communications and linkages between Board and staff.
- Serve as an active, non-voting member of Board and its task forces and committees.
- Report regularly to the Board of Directors regarding organizational objectives, the organization’s financial status and other issues relevant to the Board of Directors.
- Provide the Board of Directors with adequate information to reach strategic decisions and to formulate necessary policies.
- Supervise the implementation of Board policies.

Collaboration with the Rebuilding Together Network (5%*)
- Work in partnership with the national office and local affiliates to build strong collaborations to share best practices and build strong regional collaborations.
- Serve as the primary source of communication with the National Office and ensure all required affiliate compliance is met.