



Sustainable Housing & Equitable Development

SHED (Sustainable Housing & Equitable Development) seeking Executive Director

SHED (Sustainable Housing & Equitable Development) is a nonprofit Community Housing Development Organization (CHDO) formed in 2009 in University City. SHED's mission is to build stable foundations for accessible and inclusive communities. SHED's work is focused geographically on University City's Third Ward (Olive Blvd. to Page Ave. in University City).

With a recent transformational, multi-year funding commitment, SHED is seeking its first full-time Executive Director (ED).

Position Overview

The ED will be responsible for overseeing the day-to-day operations of the organization as well as working with the board on long-term strategic and business planning with the goal of long-term sustainability. The ED position's duties include program design, implementation, and management, fundraising, building partnerships with local and regional partners, and community outreach.

SHED is looking for a visionary leader who is willing to work closely with neighborhood leaders, respond to and amplify community input, grow the organization's impact, build on its successes, and drive the organization's mission-based work in its primary program areas: volunteer home maintenance, housing development, housing rehab, youth career development, and community/leadership development. A successful candidate will bring to the work a positive attitude, an energetic start-up mentality, and a strategic focus on impact.

SHED is committed to being a resident-driven organization—empowering U City residents to shape the future of their neighborhoods. In addition to supporting SHED's board of directors, the ED will work closely with SHED board committees and neighborhood residents to build relationships and lines of communication within the community—ensuring that SHED's work aligns with Third Ward community priorities.

Candidates should submit a resume with cover letter and three references to: info@shedstl.org. This position will remain open until filled.

Equal Opportunity Employer: SHED is committed to fair and equitable employment opportunities for all persons regardless of race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, marital status, veterans' status or political affiliation.

Key Responsibilities

- Expanding and managing a growing donor list
- Maintaining and expanding partnerships with other local and regional nonprofits
- Developing and implementing program designs for home repair, housing development, and career development programs
- Creating and managing the organizational budget
- Seeking and completing grant applications for a variety of potential funding sources
- Building relationships in University City with partners including the City of University City, School District of University City, residents, and stakeholders
- Supporting SHED's board, including committees
- Managing SHED's public relations including consultants, website, social media, etc.
- Leading strategic and business planning for impact, community accountability, and organizational stability
- Hiring and managing additional staff and consultants as available and appropriate
- Expanding and enhancing financial systems to maintain fiscal control and accountability

Experience and Personal Qualities

- Bachelor's degree in a related field or five years' relevant experience
- Prior leadership experience
- Experience working in the St. Louis area nonprofit sector preferred
- Experience with real estate development, financial modeling, and project management
- Experience with fund development – including public and private grants, annual donor appeals, and major gifts
- Experience with Google Drive, Facebook, Instagram and other social media tools and resources
- Entrepreneurial approach to nonprofit work
- Self-motivated, organized, able to prioritize competing demands for time
- Excellent interpersonal and communication skills—written and verbal
- Ability to think creatively and solve problems independently
- Ability to work with a wide range of partners and stakeholders
- Passion for neighborhood revitalization and youth development

Position Details

- 100% remote
- Full time – 40 hours per week, flexible hours
- Some night and weekend commitments required

Compensation - commensurate with experience

- Contract—with the potential to transition to W-2 employee
- Annual contract salary range: \$55,000 to \$95,000—commensurate with demonstrated, relevant experience