



REBUILDING TOGETHER - ORLANDO

EXECUTIVE DIRECTOR'S JOB DESCRIPTION

Job Title: Executive Director

Reports to: Board of Directors

Status: Full-time Exempt

JOB RESPONSIBILITIES/SUMMARY

The Executive Director has the overall responsibility for all operations of Rebuilding Together-Orlando ("RTO"). Key responsibilities include: Embrace RT National and RTO's mission and values, lead the RTO team with integrity, serve as the RTO ambassador, develop and execute a rolling 18 month strategic plan, fiscal accountability, fundraising, develop a strong collaborative partnership with the Board of Directors, and continual evaluation of RTO programs' effectiveness.

ESSENTIAL FUNCTIONS

1. Personnel and Volunteer Management:

- Leads by example, coaches, mentors, and develops team members to include at least quarterly check-ins and formal annual reviews
- Develops personnel policies and procedures
- Determines appropriate levels of staffing, including hiring and termination in consultation with the Board
- Manages staff and volunteers in a manner that promotes team spirit and supports RTO's mission
- Models behavior that reflects high ethical standards
- Embraces Diversity and Inclusion

2. Strategic Planning:

- In collaboration with the Board develops long-range and short-term plans with appropriate goals to achieve RTO's mission
- Develops management systems to implement all short-term and long-range strategic plans
- Conducts periodic review of plan and results pivoting where warranted

3. Business and Fiscal Management:

- Oversee the development of the annual operating budget
- Manages effectively board approved budget allocations
- Produces monthly financial reports including variance explanations
- Serves as the primary liaison for RTO's annual audit
- Supervises the maintenance of organizational records, preparation of official reports and adherence to internal and external policies, laws, and contractual requirements
- Assures the completion of annual evaluations of the effectiveness of RTO's programs

4. Board Relations:

- Accepts direction from the RTO's Board and Executive Committee
- Implements the policies and initiatives set by RTO's Board and Executive Committee
- Fosters strong leadership of RTO in collaboration with its Board and Executive Committee
- Advises and supports the Board and its committees
- Prepares timely, routine and special reports, materials, and documentation for the Board and Executive Committee
- Provides full, accurate, and timely information regarding current programs, developments and operations
- Supports the Board in carrying out their Board roles and responsibilities
- Identifies the organizational needs of RTO and recommends ways to meet those needs to the Board
- Recommends suitable candidates to the Board
- Performs other responsibilities as assigned by the Board

5. Fundraising:

- Leads RTO's fundraising activities
- Establishes and implements an annual fundraising plan in conjunction with RTO staff
- Ensures the timely completion and submission of grant applications

6. Community-Public Relations:

- Serves as the RTO ambassador
- Develops a strong collaborative relationship with RT National and other RT affiliates
- Cultivates relationships with non-profits, governmental entities, individual donors, potential donors, the media, home remodeling and construction industry organizations, skilled building trades organizations, philanthropic organizations, community organizations, civic organizations, religious organizations, social service organizations, and volunteer organizations
- Represents RTO at local, state, and national meetings related to RTO's mission

REQUIRED QUALIFICATIONS

- Excellent oral and written communication skills
- Five years leadership experience
- Intermediate Microsoft Office skills

PREFERRED QUALIFICATIONS

- Volunteer or work experience with Rebuilding Together Orlando or affiliates
- Volunteer, Board of Directors, Advisory committees, or work experience with Central Florida non-profit, philanthropic organizations, or corporate donors
- Volunteer, Board of Directors, Advisory committees, or work experience with a non-profit or philanthropic organization
- Working knowledge of home repairs
- Grant writing experience
- Working knowledge of Quick Books
- Bachelor's degree or certification in organizational leadership or non-profit management