Executive Director Opportunity

Rebuilding Together Greater Dallas (RTGD) is a safe and healthy housing organization that believes community starts at home. We provide critical repairs, accessibility modifications, and energy efficient upgrades at no cost to service recipients. Our impact extends beyond the individuals served to revitalize and stabilize vulnerable neighborhoods and communities across the Greater Dallas area.

RTGD was founded in 2002. Our efforts are strengthened by partnerships and collaborations with government agencies, private businesses, skilled craftspeople, civic organizations, churches, and community volunteers. Every year, RTGD brings thousands of volunteers and corporate sponsors together to preserve affordable housing and rebuild communities. RTGD facilitates neighbors helping neighbors, enhancing dignity and pride for all who participate.

Nationally, Rebuilding Together includes a network of 166 affiliates across 41 states and the District of Columbia. This full-time exempt position reports to and works closely with the Board of Directors. The Executive Director is responsible for the overall management and success of RTGD. The location of the position is in Carrollton, TX.

Locally, the Executive Director works in partnership with the RTGD Board of Directors, legal counsel, and appropriate sub-committees 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 2 full-time staff positions, a Program Manager and a Project Manager who report directly to the Executive Director.

For more detailed information on the organization, programs and impact, visit the website at http://rebuildingdallas.org.

The Ideal Candidate

RTGD is seeking an enthusiastic and experienced community leader and hands-on manager who will continue to inspire, guide and advocate on behalf of vulnerable low-income, senior, or military veteran homeowners. He or she should have a proven track record of attracting and sustaining public and private funding, strong communication skills as well as financial and political astuteness. The incoming Executive Director will bring credibility, strategic thinking, teamwork, and flexibility to their work. Candidates should feel comfortable working in a volunteer driven organization that values integrity, community partnerships, and a diverse cultural and economic base of support.

Essential Requirements

The ideal candidate will possess many of the following skills and experience:

- Understanding and commitment to RTGD mission and values.
- Exceptional communication skills including writing, speaking, meeting facilitation, and consensus building.
- The ability to effectively represent RTGD and its programs and clients among diverse stakeholders in the community.
- The ability to attract, develop, retain, motivate and lead staff, volunteers, and Board members while maintaining a high level of performance.
- Financial and/or business management with a budget of comparable size and revenue streams.
- A proven track record in attracting and sustaining community support - major gifts, corporate sponsorships, government, and foundation support.
- Experience with or a deep understanding of the issues and trends impacting low income seniors, vulnerable homeowners, veterans, and their families.
- 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.
- Demonstrated capacity to build alliances and sustain collaborative relationships with nonprofit, government, and corporate partners.
- Experience leading sustainable growth and managing change.
Bachelor's Degree from an accredited university or college and a minimum of three years management experience in an organization of comparable focus and size.

In addition, candidates will need to:

- Effectively utilize information technology, social media, accounting and fund development database applications, and the Internet.
- Work occasional nights and weekends as needed to support Board and community events. We offer flexibility to accommodate these obligations.
- Provide his/her own car, insurance, and valid TX driver's license, or other means to travel throughout the Greater Dallas area.
- Pass a background check and fingerprinting.

Deadline for applications: March 31st or until the position is filled Estimated Start date: April 2017

Confidential Application Process: Email your cover letter (Word or PDF document) summarizing your interest, fit with qualifications, compensation requirements and experience along with a current resume to:

ExecutiveDirector@rebuildingdallas.org with “Rebuilding Together Executive Director Search” in the subject field. Resumes must have a cover letter in order to be considered. Inquiries from candidates are welcomed and should be directed to Nancy Cope, Board Member at (972) 528-6733.

Executive Director Job Responsibilities

Drive Fund Development, Partnerships and Community Relations and provide a credible and informed presence for RTGD 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 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 create content for collateral materials including the website, social media, newsletter, donor and promotional materials.
- 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

Program oversight, planning and evaluation

- Maintain a thorough knowledge of the regional issues and stakeholders that support vulnerable homeowners in our service area.
- Oversee and manage programs and services consistent with the mission, values and goals of RTGD, as well as fund development, partnerships, and community relations activities.
- Work with RTGD's Young Executive Program (YEP) and attend YEP meetings and provide necessary support to YEP events and programs.
- In partnership with the Board, evaluate and implement short and long-range strategic priorities, budgets, and growth plans that are realistic, sustainable and reflect the mission, values and goals of RTGD.
- Ensure ongoing evaluation of best practices and lessons learned from other Rebuilding Together chapters as a basis of informing evolving processes and policies.

Manage a Fiscally Sound Organization and Positive Work Environment

- Serves as the default COO and CFO to ensure RTGD’s sustainability through thoughtful and realistic budget planning and monitoring.
- Prepare an annual operating budget for RTGD for approval by the Board.
- Oversee monthly financial reporting and payroll, approve expenses and invoices for payment, and sign checks.
- Regularly evaluate internal systems, policies and procedures for efficiency and effectiveness.
- Facilitate the annual audit.
- Lead by example and recruit, train, and retain a strong staff team 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 established by the Board of Directors 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

- 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 RTGD.
- Ensure strong and effective communications and linkages between the Board and staff.
- Serve as an active, non-voting ex-officio member of the 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.

Rebuilding Together Network Collaboration

- 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 paperwork and payments are up to date.

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