



## **REBUILDING TOGETHER-ST. LOUIS EXECUTIVE DIRECTOR'S JOB DESCRIPTION**

**Job Title:** Executive Director

**Reports to:** Board of Directors

**Manages the following positions:** The organization's staff, including, without limitation, its Development Director, Program Director, Home Repair Manager, Business Manager, Project Manager, and Program Associate.

**Status:** Full-time Exempt.

### **JOB RESPONSIBILITIES/SUMMARY**

The Executive Director has the overall responsibility for all operations of Rebuilding Together-St. Louis ("RT-StL"). Key responsibilities include, without limitation, fundraising, fiscal accountability, implementation of the organization's mission statement, and evaluation of its programs' effectiveness. This position fosters the RT-StL's culture internally and externally.

### **ESSENTIAL FUNCTIONS**

#### **1. Strategic Planning:**

- In collaboration with the Board develops long-range and short-term plans with appropriate goals to achieve RT-StL's mission.
- Develops management systems to implement all short-term and long-range strategic plans.
- Evaluates results of plans.

#### **2. Business and Fiscal Management:**

- Oversees the development of the annual operating budget and other special budgets.
- Manages effectively board approved budget allocations.
- Reports on monthly finances and makes appropriate recommendations.
- Performs fiscal manager's role for the RT-StL'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 RT-StL's programs.

### **3. Personnel and Volunteer Management:**

- Builds and leads an effective management team.
- Develops personnel policies and procedures with the Personnel Committee and administers them and the salary and benefits programs.
- Supervises and evaluates administrative staff.
- Hires and terminates staff in consultation with the Board.
- Determines appropriate levels of staffing.
- Manages staff and volunteers in a manner that promotes team spirit and supports both RT-StL's mission and vision.

### **4. Board Relations:**

- Accepts direction from the RT-StL's Board and Executive Committee.
- Implements the policies and initiatives set by RT-StL's Board and Executive Committee.
- Fosters strong leadership of RT-StL in collaboration with its Board and Executive Committee.
- Advises and supports the Board and its committees as an *ex officio* Board member.
- Supports the mission and vision of the RT-StL at all times and in all ways.
- 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 of the RT-StL.
- Prepares timely responses to Board requests for information or action.
- Supports the Board in carrying out their Board roles and responsibilities.
- Identifies the organizational needs of RT-StL and recommends ways to meet those needs to the Board.
- Actively seeks to identify and screens candidates for Board positions.
- Recommends suitable candidates to the Board.
- Performs other responsibilities as assigned by the Board or Board's president.

### **5. Fundraising:**

- Leads RT-StL’s fundraising activities.
- Establishes and implements an annual fundraising plan in conjunction with RT-StL’s development director and the Board’s fundraising committee.
- Ensures the completion and submission of timely grant applications that fulfill the funder’s requirements for grant applications.

**6. Community-Public Relations:**

- Represents RT-StL as its spokesperson in the community.
- Interacts with the national office of Rebuilding Together as RT-StL’s advocate.
- Maintains and cultivates beneficial relationships, including, without limitation, relationships with donors, potential donors, the media, government officials, 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 RT-StL at local, state, and national meetings related to the RT-StL’s mission.

**7. Operations Management:**

- Fosters a clean, safe, and secure working environment for staff and volunteers.
- Models behavior that reflects high ethical standards.

**JOB SPECIFICATIONS**

**Minimum Education:**

- Bachelor’s degree; advanced degree in an area relevant to organizational leadership or management preferred.

**Minimum Qualifications:**

- Five years experience in management position of an organization that required the incumbent’s understanding of relevant business, financial, and legal issues.
- Significant experience with St. Louis area non-profit organizations, philanthropic organizations, and corporate donors.
- Microsoft Office proficiency.

**Analytical/Interpersonal Skills:**

- Excellent oral and written communication skills with a demonstrated ability to communicate with diverse populations.
- Strong attention to detail and follow-through skills
- Demonstrated problem solving skills.

**Physical Demands:**

- Ability to sit in meetings for long periods of time and to make meaningful contributions to the issues under discussion.
- Ability to work effectively using program management and other tools on a personal computer for long periods of time.
- Ability to work at least eight hours daily in an office environment.
- Performs limited inspections of potential work sites.

**DISCLAIMER**

The preceding job description has been designed to indicate the general nature and level of work performed by the employee within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employee assigned to this job.

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Signature

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Date

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Date Developed

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Date Revised