



Executive Director Opportunity

Rebuilding Together San Francisco is seeking a collaborative leader and self-directed manager with a commitment to local housing affordability and equity. The incoming Executive Director will bring their enthusiasm and political savvy along with their experience as a relationship builder and strategic thinker to the work. He/she should be a confident fundraiser and have experience sustaining a broad base of volunteer 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 volunteers, and supportive corporate, city, and community partners, the incoming Executive Director will help maintain and build upon our broad base of volunteer and community support while also focusing our strategic direction to support San Francisco's changing housing opportunities and 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 across San Francisco.

Since we were founded 30 years ago, we have continued to grow and expand our services beyond our annual National Rebuilding Day, to include Safe at Home and Home Modifications, safety and accessibility repairs; SHEBUILDS, an annual initiative run and completed entirely by and for women; and Rebuild My Block, a micro-neighborhood improvement day. For more detailed information on these programs, our partners and our and impact, visit our website at <https://rebuildingtogethersf.org/>

Our efforts are strengthened by partnerships and collaborations with city government, private businesses, skilled tradespeople, civic organizations, churches and community volunteers. Every year Rebuilding Together San Francisco brings hundreds of volunteers and corporate sponsors together to preserve affordable housing and rebuild communities. We facilitate neighbors helping neighbors, enhancing dignity and pride for all who participate.

Nationally, Rebuilding Together includes a network of 130 affiliates across 40 states. Our San Francisco affiliate is one of the most successful, with an operating budget of \$1.4 Million, though with the value of in-kind resources and volunteer time, the operational impact is closer to \$2 Million. In addition, we have built a healthy balance sheet and have a long-term lease on our offices on the Embarcadero in downtown San Francisco. Funding comes from a variety of sources including approximately 40% from government contracts, 30% from corporate donations and sponsorships, 10% from foundations, 10% from individuals, 10% from events, fees and other income.

Locally, the Executive Director works in partnership with a 9-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 6 full-time staff positions, a part-time contract bookkeeper. More importantly, the Executive Director and staff team work with over 100 highly motivated volunteers skilled in the building trades who collectively contribute 6000 hours per year to keep residents in their homes.

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 community 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 (QuickBooks) and fund development 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: September 27th or until the position is filled

Estimated start date: November 2019

Compensation: RTSF is prepared to offer a competitive compensation package that includes health, dental and vision insurance at no cost to the employee. Dependent coverage may be elected at the employee's expense. We offer 2% retirement match and pre-tax deduction for commuter and flexible spending accounts. In addition to generous sick leave and vacation accrual, RTSF offers 12 paid holidays as well as an office shutdown between Christmas & New Year's Day. This is a full-time, exempt position based in San Francisco close to public transportation.

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: RTSFsearch@leadershipintransition.org with "Rebuilding Together 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 our transition consultant, Margaret Donohoe at (408) 979-0572.

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 donor and volunteer 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 (25%*)

- Maintain a thorough knowledge of the regional issues and stakeholders that support vulnerable homeowners in our service area.
- 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.
- Effectively engage and motivate volunteers at all levels to ensure productive and constructive experiences.
- 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 (25%*)

- Serves as the default CFO to ensure Rebuilding Together's sustainability through thoughtful and realistic budget planning and monitoring.
- Oversee monthly financial reporting and payroll, approve expenses and invoices for payment, and sign checks.
- Assist with the 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 volunteer team with a broad range of skills.
- Creates an annual plan to develop and strengthen essential skills critical to the success of the paid and volunteer staff.
- 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 (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 Peninsula.
- 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 paperwork and payments are up to date.