



**Rebuilding Together® Boston (RTB)** is the Boston affiliate of Rebuilding Together, a national organization We revitalize communities and rebuild lives by providing essential home repairs and safety updates for low-income homeowners in need. Non-profit organizations that own their own facilities are also eligible for RTB's assistance. There is no cost to the recipients. RTB organizes and collaborates with community-based organizations, skilled workers, tradespeople, volunteers, and other community members to meet the pressing needs of our community.

**Rebuilding Together Boston (RTB):**

- Preserves affordable housing
- Mitigates gentrification
- Builds wealth for cost-burdened homeowners
- Stabilizes neighborhoods
- Improves safety, security, and independence for our clients
- Reduces the risk of homelessness

Since our founding in 1991, RTB has completed over 400 renovation projects with an estimated value of over \$7 million. We rely on financial support from individual contributors, foundations, and corporations, along with labor from volunteers to carry out RTB's mission.

*After years of positive growth under our current Executive Director, Rebuilding Together Boston is seeking a new Executive Director.*

**EXECUTIVE DIRECTOR**

The Executive Director serves as the primary representative of Rebuilding Together Boston and is responsible for the vision and overall direction. This includes staff leadership, programmatic initiatives, external communication, and the daily operation of the organization. The Executive Director shall have responsibility for all operations including the qualification, initiation, review, implementation, and completion of all RTB projects; and communications with RTB's sponsors, volunteers, professional associates, strategic partners, and the Rebuilding Together national office. This position oversees all of the financial activities of the organization and is responsible for all contracts, obligations, commitments, and liabilities for RTB. The Executive Director leads fund-raising, strategic planning, and governance activities, including grant-writing activities in partnership with the Board of Directors.

**RESPONSIBILITIES:**

- Report to and partner closely with the Board of Directors and Committee chairs, leveraging the skills and networks of the Directors to further RTB's mission.
- Serve as a non-voting member of the Board of Directors and report to the Board of Directors. Participate in the planning of Board and Executive Committee meetings in close collaboration with the Board Chair and the Executive Committee.



- Hire, develop and retain diverse, highly-qualified staff, volunteer groups, and partners.
- Plan, organize and provide direction for RTB's operations and annual programs.
- Lead fundraising and revenue-generating activities in conjunction with the Development Committee and entire Board of Directors, including managing all grant submissions and documentation.
- Advocate for RTB to city and state government officials.
- Oversee public relations, including local media, social media, and quarterly reports, and the RTB annual report.
- Manage and communicate accomplishments, updates, and challenges for RTB to the Board of Directors and to RTB stakeholders, including producing RTB's Annual Report.
- Develop and implement an annual campaign.
- Outreach within the community to nurture relevant partnerships that advance the Build client base of project beneficiaries.
- Oversee project management for all builds.
- Manage finances, including P&L, annual budget, and record-keeping.
- Liaise with the national office and maintain good affiliate standing.

## **CHARACTERISTICS AND QUALIFICATIONS**

- 5 years of experience in non-profit leadership
- Passion for RTBs mission of providing safe and healthy housing
- Agreement and alignment with RTBs commitment to diversity, equity, and inclusion
- Fundraising expertise, specifically with foundations and corporations
- Understanding and enthusiasm for volunteer management
- Understanding of construction and project management
- Ability to set the strategic vision while still being a hands-on leader
- Desire to build: someone who can use the foundation in place and scale the organization

## **INTERESTED CANDIDATES**

Please submit a cover letter and a resume or CV to [EDSearch@RebuildingTogetherBoston.org](mailto:EDSearch@RebuildingTogetherBoston.org)