



Executive Director Opportunity

Rebuilding Together Peninsula (RTP) 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 Peninsula.

Founded almost 30 years ago, RTP has continued to grow and expand our services beyond our annual National Rebuilding Day program to include our Team Build and Safe at Home minor home repair programs, serving low-income homeowners and community facilities in San Mateo and northern Santa Clara counties.

Our efforts are strengthened by partnerships and collaborations with government agencies; private businesses; skilled crafts people; community and faith-based organizations; and community volunteers. Every year, RTP brings thousands of volunteers and corporate sponsors together to preserve affordable housing and rebuild communities. RTP facilitates neighbors helping neighbors, enhancing dignity and pride for all who participate.

Nationally, Rebuilding Together includes a network of 132 affiliates across 39 states and the District of Columbia. Our Peninsula affiliate is one of the largest and most successful with an operating budget of nearly \$2 Million, though with the value of in-kind resources and volunteer time, the operations of RTP are closer to \$3 Million. In addition, we have worked hard to build and maintain a healthy balance sheet and we own our office and warehouse space in Redwood City and a residence in East Palo Alto that houses our visiting AmeriCorps volunteers. Funding for the organization comes from a variety of sources including approximately 22% from government sources, 10% from our biennial children's playhouse auction and gala - Dreams Happen, 31% from corporate sponsorships, 20% from foundations, and 17% from individuals.

Locally, the Executive Director works in partnership with a 20-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 11 full-time staff positions and 3 AmeriCorps members with additional support from 2000 community volunteers. The Associate Director, Development Director, and Operation & Impact Manager, as well as the contract bookkeeper, report directly to the Executive Director.

The Board and staff have identified the following strategic priorities to optimize what we do best, while enhancing our visibility in the community. Our plan is to revisit these priorities once the next Executive Director is on Board:

- Continue to grow, diversify, and cultivate our mission critical resources – donors, volunteers, Board members, and corporate sponsorships
- Right-size departments and infrastructure while setting realistic program targets given staffing and fundraising realities
- Integrate new tools and analytics to help us work even more effectively and efficiently
- Further develop organization visibility, systems, and infrastructure to support continued growth

For more detailed information on the organization, programs and impact, visit the website at www.RTPeninsula.org.

The Ideal Candidate

Rebuilding Together Peninsula 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 homeowners. He or she should have a proven track record of attracting and sustaining public and private funding, effective communication skills as well as financial and political astuteness. The incoming Executive Director will bring integrity, strategic thinking, and teamwork 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.

The next several years at RTP will provide both a visible and rewarding leadership opportunity. Starting with a well-respected organization, diverse funding streams, talented staff, dedicated volunteers, Board, and supportive community partners, the next Executive Director will help RTP sustain its quality programs while focusing its strategic direction and growth in response to changing opportunities and needs.

Essential Requirements

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

- Exceptional communication skills including writing, speaking, meeting facilitation, and consensus building.
- The ability to attract, develop, retain, motivate and lead staff, volunteers, and Board members while maintaining a high level of performance.
- A proven track record in attracting and sustaining community support - major gifts, corporate sponsorships, government contracts, and foundation support.
- The ability to effectively represent Rebuilding Together Peninsula and its programs and clients among diverse stakeholders in the community.
- Demonstrated capacity to build alliances and sustain collaborative relationships with nonprofit, government, and corporate partners.
- Experience with or understanding of the issues and trends impacting low income, vulnerable homeowners, 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.
- Experience working in or with a volunteer driven organization.
- Financial and/or business management with a budget of comparable size and revenue streams including budgeting, oversight and nonprofit compliance.
- Bachelor's Degree and a minimum of five years senior management experience in a nonprofit, acquired in either a paid, volunteer, or officer role. Executive Director experience preferred

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 own car, insurance, and valid CA driver's license, or other means to travel throughout the Peninsula.
- Pass a background check

Deadline for applications: March 30th or until the position is filled, interviews will be held in mid-April.

Estimated Start date: May/ June

Compensation: RTP is prepared to offer a competitive compensation package that includes health, dental, and vision insurance as well as retirement benefits. In addition to standard sick leave and vacation accrual, RTP recognizes 13 paid holidays, and office shutdown between Christmas & New Year's. This is a full-time, exempt position based in Redwood City.

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

RTPsearch@leadershipintransition.org with "Rebuilding Together Search" in the subject field. Resumes must have a cover letter to be considered. Inquiries from candidates are welcomed and should be directed to Margaret Donohoe, Leadership Transition Consultant at (408) 979-0572.

Executive Director Job Responsibilities

Drive Fund Development, Partnerships and Community Relations (35-40% of job responsibilities*)

- Provide a credible and informed presence for Rebuilding Together Peninsula 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, faith-based, 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 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.
- Provide leadership, planning and evaluation of Dreams Happen as well as other donor and volunteer events.

Manage a Fiscally Sound Organization and Positive Work Environment (25-30%)

- Serves as the default COO and CFO to ensure Rebuilding Together Peninsula’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.
- 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.

Program oversight, planning and evaluation (10-15%)

- Maintain a thorough knowledge of the regional issues and stakeholders that support vulnerable homeowners in our service area.
- Oversee programs and services consistent with the mission, values and goals of Rebuilding Together Peninsula, as well as fund development, partnerships, and community relations activities.
- 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 Rebuilding Together Peninsula.
- Ensure ongoing evaluation of nonprofit best practices and trends as a basis of informing evolving processes and policies.

Partnership with the Board of Directors (10-15%)

- 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.

Rebuilding Together Network Collaboration (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.

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