



Our mission:
Repairing homes, revitalizing communities, rebuilding lives.

Job Description
Executive Director

Location: Indianapolis, IN
Duration: Full-Time
Application Deadline: 12/13/2019
Anticipated Start Date: 02/01/2020

General Function

- Serves as chief operating officer of Rebuilding Together Indianapolis (RTI), responsible for carrying out the plans, policies, and strategic direction of the Board of Directors and for overall management of financial operations, fundraising and grants, general event and program administration, and day-to-day operations.

Supervisory Relationships

- Reports to President, Board of Directors; works closely with all Board Members and Team Advisors. As organization grows, will supervise additional office staff as applicable.

Specific Job Responsibilities

- Strategic Planning and Execution
 - Assures RTI has and makes consistent and timely progress on its Strategic Plan in line with its mission.
 - Works closely with the Board of Directors to ensure that all appropriate and necessary policies and procedures are well-documented, disseminated to all concerned parties, and consistently implemented; recommends changes in policies and procedures, as mandated by federal, state, or city regulation or by RT National policy.
 - Provides leadership to the Board and its Teams through developing comprehensive plans and strategies for financing, marketing, programs, projects, and events by presenting alternatives and facilitating discussion of possible positive and/or negative outcomes; executes Board-authorized plans and strategies.
 - Ensures that the Board is kept fully informed of the financial condition of the organization and all important factors influencing it, by serving as staff officer to the Board and its Teams and developing and disseminating detailed status reports of financial condition, fundraising activities, program progress and goals, and other matters critical to RTI.
 - Ensures that RTI, its programs, projects, and events undergo regular evaluation, growth, and development.

- Financial Management
 - Serves as chief financial officer for RTI: Utilizing input from Board Members and based on recommendations from the Board's Finance Team, compiles and presents the annual budget for Board approval; closely monitors expenses and prudently manages RTI's resources within budgetary guidelines; and ensures that adequate funds are available to permit the organization to carry out its work.
 - Prepares data for monthly Financial Statements, Profit and Loss Statements, and related financial materials for the Treasurer's dissemination to the Board.
 - Follows financial practices in accordance with regulations and procedures specified in state and federal guidelines, National Charities Information Bureau Standards in Philanthropy, generally accepted accounting principles, and Rebuilding Together policy.
 - Works closely with Board Treasurer and external accounting and audit firms to coordinate annual federal, state, and local compliance and reporting requirements, and with legal counsel as required.
 - Maintains official records and documents to ensure compliance with federal, state, and local laws and regulations, as well as with RTI's Record Retention Policies.
 - Monitors potential risks and liabilities for RTI through developing a risk mitigation plan to evaluate insurance requirements and coverage.

- Fund Development
 - Oversees revenue forecasting, projections, and requirements; identifies and informs the Board of potential issues with future revenue streams.
 - Researches prospective civic, corporate, and individual donors and grantors to identify and evaluate potential funding sources and informs Board of such; makes initial contacts, follows through by making presentations to potential donors as appropriate and coordinates funding opportunities; builds and maintains profitable, long-term relationships with current and prospective donors and grantors.
 - Generates new ideas and business opportunities to increase fundraising and fund development to meet and exceed revenue goals set by the Board of Directors; establishes an ongoing fundraising program to support RTI's future operations and programs.
 - Develops, with the Sponsorship Committee, an annual fundraising plan for Board approval; with the Board, establishes reasonable fundraising goals, activities, and budgets, including a reasonable quota that needs to be met; and initiates, plans, and implements all necessary activities, in a timely manner, to accomplish program goals and objectives.
 - Administers fundraising records and documents, coordinates pass-through grants received from RT National, and maintains strict confidentiality over all financial records, documents, and transactions related to RTI.
 - Develops, manages and maintains RTI grant procurement process and policies, including application management, financial tracking, and operational delivery and reporting.

- Public Relations and Marketing Management
 - Ensures that RTI, its missions, programs, and services are consistently presented in a strong, positive image by buttressing the Board's public relations and marketing efforts.
 - Serves as lead spokesperson for RTI in developing and coordinating public awareness, visibility, and brand-enhancing activities.
 - Participates in and maintains active working relations with relevant civic, community, and networking groups and with other non-profits whose missions are compatible with RTI's.
 - Assists in the preparation and distribution of public relations, marketing, and community outreach materials.

- Establishes and maintains strong ties with local media to promote RTI and its mission within the community.
- Project and Event Management
 - Prior to work-day projects, works closely with relevant Board and Committee Chairs to ensure that work-day projects are appropriately budgeted, that House Captains and Volunteer Coordinators are identified and trained, that sufficient numbers of general and skilled volunteers (including pay-to-work groups of volunteers) are recruited, that sufficient donations of materials and supplies are available, and that budgets are adhered to or amended, if necessitated by unusual circumstances.
 - Following work-day projects, ensures that all expenses are accounted for, that program participants have opportunity to participate in after-the-fact satisfaction surveys, and that all projects are evaluated effectively in order to ensure on-going growth, development, and improvement in both services provided and the manner of the delivery of those services.
 - Works with relevant Board and Team Advisors to develop and implement special events.
- Community Revitalization Program (CRP) Management
 - Actively participates in strategic discussions regarding the program.
 - Would provide significant expertise to the Board in selecting partners. Would partner in the program under the overall direction of the Board and any strategic partners.
- Administrative Management
 - Jointly, with the Board President and Secretary, conducts official correspondence of the organization, and jointly, with designated officers, executes legal documents.
 - Supports the Board by providing data for the Annual Affiliate Report and information for the Standards of Excellence report; ensures, through staff and/or volunteers, that RTI's internal database, cloud storage system, social media account(s), and website are maintained and updated as necessary.
 - Attends and actively participates in all RTI Board meetings and retreats; attends specific Team meetings as required; attends periodic regional meetings and annual National Conference, as possible.
 - Establishes and maintains strong relationships with the Executive Directors of other RTs as well as with relevant staff in RT's national office, sharing expertise and ideas as appropriate.
 - Supervises staff (when applicable): Ensures staff have the resources and/or training necessary to fulfill their functions satisfactorily; evaluates staff performance; recommends personnel actions (e.g., hiring, retention, promotion); develops job descriptions, revising as necessary; and adheres to sound human resources practices.

Job Requirements

- A bachelor's degree in an appropriate field (e.g., business, administration, finance)
- 3 to 5 years' experience in non-profit, public service, and/or community relations management, with program/project management desirable.
 - or -
- 8-10 years of equivalent combined education and experience in non-profit, public service, and/or community relations management
- Skills in the following areas:
 - The ability to work with community organizations and corporations to leverage sponsorships and grant opportunities.

- The ability to develop and maintain existing relationships among the Indiana construction industry and the Indianapolis community.
- The ability to work with an all-volunteer Board composed of individuals from diverse backgrounds with diverse skill sets.
- Knowledge of management in a non-profit environment, including strong financial experience and familiarity with the management of fundraising, project, marketing, and volunteer recruitment activities.
- Demonstrated excellence in oral and written communication skills, including the abilities to present complex material concisely yet clearly to the Board and to effectively represent RTI's activities, programs, and goals to the public.
- Demonstrated abilities to prioritize and manage several diverse projects and/or programs simultaneously and to work efficiently under pressure.
- Demonstrated proficiency in book-keeping and complex record-keeping, including specific expertise in both Excel spreadsheets and the QuickBooks accounting system; and in Microsoft Word and PowerPoint.
- Familiarity with or willingness to learn Salesforce database platform for homeowner, volunteer, and donor information management.
- Willingness to learn and maintain RTI's online fundraising platform.
- Some familiarity with financial record-keeping requirements in the acquisition and sale of bank-owned properties, with abilities to comprehend and accurately analyze the finances involved with complex real estate transactions; to use statistical modeling to assess risk; and to communicate (both formally and informally) such complexity easily and well to individuals and groups from diverse backgrounds.
- Must be able to work some evenings and weekends, as needed.
- Must have access to a reliable and insured vehicle, possess a valid driver's license, and be able to travel locally on an on-going basis. Must be able to travel occasionally to out-of-state training and meetings as needs arise.
- Must be able to physically handle event setup and have the ability to lift and carry 20 pounds.
- Must be able to work independently and be self-motivated for achieving excellence.
- Must pass a background check.

Outside of the increased workload that is typical leading up to and during our community projects, Rebuilding Together Indianapolis offers a flexible work schedule and environment. Salary will be commensurate with experience and qualifications. Equal Opportunity Employer.

Resumes and questions should be directed to:

Denny Stephens
 Associate Executive Director
 317-372-3299
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