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rbtrv.org

Preventing falls, preserving homes, saving lives

REBUILDING TOGETHER ROGUE VALLEY

EXECUTIVE DIRECTOR

Job Description

About the position: Rebuilding Together Rogue Valley (RBTRV) is a community-based nonprofit that is seeking an experienced and energetic individual to be the Executive Director of RBTRV during a period of growth. The Executive Director is responsible for overseeing the administration, operations, programs, and strategic direction of the organization. The RBTRV Executive Director will have CEO experience in the nonprofit or business sector with a track record of success in program, personnel (paid staff and volunteers), and financial management. Other key duties include development, fundraising, marketing, and community outreach. The position reports directly to the President of the Board of Directors.

Hours: This is a full-time position of 40 hours per week that may require some evening and/or weekend work.

Wage: The salary range will be \$55,000 - \$65,000 and will be dependent upon experience and qualifications

Benefits: Accrued vacation and sick leave, with holidays. Monthly cash supplement for benefits.

Background Check: The successful candidate will be required to pass a background check and not be excluded from participating as a provider for any federal healthcare program.

About RBTRV: Rebuilding Together Rogue Valley is a 501(c)(3) nonprofit organization founded in 2013 whose mission is restoring home safety, rebuilding lives and revitalizing communities. Our target population is older adults and people with disabilities living on low incomes in Jackson and Josephine Counties. With support from foundations, local governments and healthcare providers, RBTRV has successfully transitioned from an all-volunteer organization to a more robust nonprofit with paid staff and planned office. In the past several months RBTRV has been awarded three federal grants and has developed a business model that will generate revenue for the organization. RBTRV is one of 120 affiliates of National Rebuilding Together based in Washington, D.C. RBTRV is poised to grow and seeks a committed, passionate and visionary Executive Director that can lead our organization through this next stage of evolution which involves continuing our development of a sustainable model of operation.

Roles & Responsibilities:

- Directs and oversees the daily operations of RBTRV including recruiting and managing personnel and building contractors.
- Develops the annual budget; monitors RBTRV's budget; tracks expenses, revenues and cash flow; ensures timely payment of bills and invoices; submits timely invoices for reimbursement of funds; coordinates with accounting and payroll services for RBTRV.

- Develops short and long-range fundraising plans for RBTRV including the search and application for funds from foundations, cities, counties, state and federal government programs, healthcare providers and corporations; development of both a large and small donor base; and other fund raising activities.
- Develops, maintains, and supports a strong Board of Directors; serves as ex-officio member of committees as appropriate; seeks and builds Board involvement with strategic direction and long-range funding goals of RBTRV.
- Manages grants and contracts and writes progress reports to foundations and organizations that contract with RBTRV meeting timeframe, financial and scope obligations.
- Projects personnel needs of the organization and hires staff as budget, operating and development needs allow.
- Uses data collection and evaluation to develop measurable objectives for RBTRV operations to help demonstrate and improve performance.
- Oversees development and implementation of marketing strategy for RBTRV which includes promotional activities, marketing tools, social media and web development.
- Establishes, collaborates and maintains relationships including those with other agencies and organizations in Jackson and Josephine Counties that partner with RBTRV to deliver our services; program officers from federal programs; and the National Rebuilding Together staff and office in Washington, DC.
- Establishes and implements administrative procedures and systems to effectively and efficiently operate RBTRV.
- Manages and oversees inventory. Conducts analysis and seeks to reduce cost of purchased items.

Qualifications & Education Requirements:

The Executive Director is thoroughly committed to the mission of Rebuilding Together Rogue Valley. Candidates must have proven CEO management, leadership, planning, organization and relationship-building experience, with a nonprofit or business. Specific requirements include:

- Bachelor's degree; Masters preferred in leadership or business.
- At least 4 years' experience as the Executive Director of a nonprofit. [May consider 5 years as COO or experience as Deputy Executive Director in a nonprofit or business in lieu of CEO experience.]
- Demonstrated successful track record of fiscal management.
- Five years' development and fund-raising experience. Experience applying for and managing federal grants is preferred. [RBTRV currently has grants with the US Department of Housing and Urban Development and the US Department of Agriculture and will apply for a grant with the Federal Home Loan Bank.]
- Five years' experience with the development and delivery of programs and services to a disadvantaged clientele. Previous work with the elderly and people with disabilities living on low incomes is desirable. Experience working with builders and/or contractors involving home rehabilitation is preferred.
- Two years' experience with management of volunteers.
- Demonstrated commitment to quality programs and data-driven program and financial evaluation.
- Excellence in organizational management with experience in managing and developing staff and volunteer teams and setting and achieving strategic objectives.
- Proven strong marketing and public relations with the ability to engage a wide range of stakeholders and cultures.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and project skills.

- Advanced experience with relevant business technologies, including Microsoft Office (Word & Excel), QuickBooks and CRM software.
- Action-oriented, entrepreneurial, adaptable, and innovative approach to strategic planning.
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed.

License or Certification

- Possession of a valid Oregon driver’s license and operating vehicle & proof of current automobile insurance.
- Successfully pass background investigation with no felony acts of violence or dishonesty in the past 7 years.
- Must not be excluded from participating as a provider for any federal healthcare program.

Application Process: If you are interested in this position please review the job description carefully. To apply, send the following three items:

1. Cover letter outlining your qualifications and experience.
2. Current resume.
3. Name and contact information for three (3) professional references.

Your application must be submitted as either a Word or pdf document and must be emailed under the Subject title that includes: “RBTRV Executive Director Application & your last name” to:

David Doi
RBTRV Executive Director
davedoi@rbtrv.org

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the employee in this job. They are not intended to be an exhaustive list of all responsibilities, duties, knowledge, skills, or abilities required of the position. The various responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the work, work demands, service levels and the Board’s decision on how to best allocate RBTRV resources. Any work variations, emphasis or rebalancing of duties, responsibilities and/or assignments does not constitute a change in the job classification. Nothing in this job description shall be interpreted to conflict with or to eliminate or modify the employment-at-will status of RBTRV employees.

Rebuilding Together Rogue Valley is an equal employment opportunity employer. All applicants will be considered on the basis of their qualifications without regard to age, race, color, national origin, gender, religion, disability, or other protected status in accordance with applicable federal, state, and local equal employment opportunity laws. We strongly encourage applications from members of underrepresented groups.