

# **Executive Director of Craig's Doors**

**Position Title:** Executive Director

**Reports To:** Board of Directors

**Location:** Amherst, MA

**Salary Range:** \$85,000 – \$100,000, commensurate with experience, plus

Vacation/Holiday/Sick Time benefits

**Status:** Full-Time, Exempt

## **Organizational Overview**

Craig's Doors is a human services provider with a budget of \$3 million providing vulnerable and unhoused members of our community with emergency shelter, food, and safety, as well as access to the resources they need to achieve physical, mental, emotional, and social well-being. We operate two emergency shelter programs in Amherst and Hadley, a community resource center, and a low threshold supportive housing program. Our shelters are low-threshold, trauma-informed, and behavior-based, which means that guests who are struggling with active substance use and/or untreated mental illness are welcome to stay, as long as their behavior does not endanger the safety of staff and other guests.

## **Position Summary**

The Executive Director (ED) serves as the chief executive, responsible for strategic leadership, operational oversight, financial stewardship, and external relations. The ED ensures mission alignment, organizational sustainability, and programmatic excellence.

## **Key Responsibilities**

### **Operational Management**

- Oversee day-to-day operations, including HR, IT, facilities, and program delivery.
- Supervise senior staff and ensure effective internal communication and collaboration.
- Foster a culture of innovation, equity, and accountability across the organization.

### **Financial Oversight**

- Develop and manage the annual budget in partnership with the Director of Finance.
- Ensure compliance with all financial reporting, audits, and regulatory requirements.

### **Fundraising & External Relations**

- Cultivate relationships with donors, foundations, and community partners.
- Lead fundraising strategy, including major gifts, grants, and events.

## **Governance & Board Relations**

- Serve as primary liaison to the Board of Directors.
- Support board development, recruitment, and engagement.

## **Qualifications**

- Minimum 5 years of senior nonprofit leadership experience, with a proven track record in organizational management, program development, and staff supervision.
- Demonstrated ability to delegate effectively, manage complex operations, and foster a culture of accountability and care.
- Demonstrated success in fundraising across diverse revenue streams (e.g., individual donors, grants, events), strategic planning, and leading high-performing teams.
- Strong financial acumen, including budget development, financial reporting, and oversight of \$2M+ operating budgets.
- Exceptional communication skills, both written and verbal, with the ability to build trust across diverse stakeholders.
- Proven experience partnering with nonprofit Boards of Directors to advance governance, strategy, and organizational growth.
- Deep commitment to equity, inclusion, and culturally responsive leadership, with demonstrated experience and a community-centered approach.
- Experience working with historically marginalized communities and individuals facing systemic barriers, including those experiencing homelessness, substance use disorders, immigration challenges, or poverty—grounded in trauma-informed principles and practices.
- Basic computer literacy, with the ability to work effectively in the Microsoft 365 environment (e.g., Outlook, Word, Excel, Teams, SharePoint).
- Familiarity with Massachusetts-specific policy, funding, or regulatory issues regarding housing and homelessness a plus.

Veterans, BIPOC, and LGBTQ+ candidates are encouraged to apply.

Lived experience and expertise are valued strengths at Craig's Doors.

## **To Apply**

Please submit a resume and cover letter outlining your qualifications and interest in pdf format to [directorsearch@craigdoors.org](mailto:directorsearch@craigdoors.org). We will begin reviewing applications on **September 8, 2025**. Submissions are welcome after that date and will be considered on a rolling basis until the position is filled.