

***greeNest* Executive Director Job Description**

greeNest seeks a seasoned Executive Director to lead the organization through the next phase of building capacity, strengthening programs and ensuring financial sustainability. ***greeNest*** is a 501(c)(3) nonprofit organization in Winston-Salem, NC.

This is a new, full-time 40-hour a week position, with flexibility to work some evenings and weekends. Salary will be commensurate with experience.

The mission of ***greeNest*** is to transform our community, one nest at a time.

greeNest was founded four years ago by sisters who had experience with the homeless overflow shelter provided by their church. Seeing the need for furnishings once guests were housed stimulated their thinking: and, when they experienced a quick and generous response to the need, they endeavored to assist those who were moving into sustainable housing. They solicited financial donations as well as donations of gently used furnishings.

Clients are rendered homeless through not only chronic homelessness, but also natural disaster, domestic violence or veterans returning home. Case managed clients tour the facility arranged in a showroom setting in order to choose what they need to make their house a home. They are able to furnish their home from stem to stern and top to bottom. Many times, it is an emotional and uplifting experience that can often be overwhelming.

greeNest lives and fosters a unique culture. The organization is built on the values of dignity, choice, inclusion, empowerment, appreciation, diversity, compassion and love. That environment is provided to every client who walks through the door and to everyone who volunteers. ***greeNest*** is constantly examining the potential for innovation and renewal. ***greeNest*** doesn't just measure what is easy. The organization measures matters of the spirit of the organization, competence, strategic needs and moral purpose. ***greeNest*** is a place that celebrates and honors its volunteers, relentlessly identifies best practices, and celebrates knowing how to say "thank you".

For additional information, please visit our website www.greeNestws.org

Job Description

Reporting to the board of directors, the executive director will have overall strategic and operational responsibility for ***greeNest***'s programs, expansion, and execution of its mission. The executive director will be a strong and collaborative leader with a track record in fundraising, financial management, programming, and operations. The executive director will be the face of the organization, responsible for providing strategic direction, implementing a high-quality vision, and ensuring the long-term sustainability of ***greeNest***. The executive director will have the following responsibilities:

- Work in concert with Founders and Board of Directors to begin a strategic planning process and implement these strategies,
- Support all activities associated with the Board of Directors, including staffing for Board and Committee meetings, meeting schedules, development of agenda, meeting, materials, etc.,
- Manage paid staff and volunteers,
- Oversee day-to-day operations,
- Has a working knowledge of the client experience,
- Cultivate relationships with key stakeholders including community agencies, major donors, and other key partners,
- Lead the development of financial resources to achieve the short and long-term goals of ***greeNest***,
- Develop and maintains a portfolio of major gift donors and prospects in support of the organization's goals,
- Establish resource development goals with the Board of Directors and develops a strong and diversified

fundraising strategy,

- Develop annual budgets in conjunction with the Board of Directors and manages the budget within guidelines set by the Board,
- Work in partnership with the Board's finance committee to prepare an annual budget,
- Help the treasurer/finance chair prepare regular budget reports for the board to ensure the organization functions within its financial guidelines and limitations,
- Ensure the organization submits its annual reports to the North Carolina Charitable Solicitation Licensing Section and with the Accountant to file the 990 on time,
- Deepen and refines all aspects of marketing and communications through the website, Facebook, Twitter, Instagram and other online communication,
- Work in partnership with the Board's governance committee to strengthen the organization's programs and Board,
- Work to maintain the culture of *greeNest*,
- Create the systems needed to ensure all programs are impactful and cost-effective,
- Carry out other duties assigned by the Board.

Desired Skills and Experience

- Thoroughly committed to *greeNest*'s mission and culture. All candidates should have demonstrated experience in fundraising, program management, and administration.
- A manager with the ability to lead and empower with passion, integrity, and a positive attitude; someone who can achieve the vision of the organization,
- A collaborator and consensus builder with good judgment, excellent listening skills, the ability to reconcile divergent points of view, resolve conflicts, and develop and maintain, on all fronts, a sense of team spirit and common purpose,
- Action-oriented, entrepreneurial, adaptable; someone who is mission-driven and self-directed,
- Must have strong written and verbal communication skills,
- Proficient in Microsoft Office Suite; proficiency in Access a plus,
- Demonstrated knowledge of fiscal management principles and procedures,
- Prior experience as an executive director is preferred,
- Past success working with founders, a board of directors, with the ability to cultivate board member relationships,
- At least 2-3 years of experience as a professional fundraiser, with the demonstrated ability to secure financial support from a variety of sources,
- A strong commitment to quality programs and data-driven program evaluation,
- Meaningful marketing and communications experience, with the ability to engage a wide range of stakeholders.
- A minimum of a bachelor's degree is required. Certification in non-profit management is a plus. A valid driver's license and reliable transportation are necessary. Drug test will be required.
- Must be able to move furniture and lift up to 30 lbs. and stand on feet for 2+ hours.

To apply, please submit a resume, cover letter addressing why you are uniquely qualified for the job, and a list of three professional references along with their contact information. Email your application materials to griffita7@gmail.com by February 10, 2019. *greeNest* is an equal opportunity employer and welcomes candidates from diverse backgrounds.