**Rebuilding Together Fargo Moorhead Area Executive Director**

**Definition:**
The Executive Director is responsible for the overall management of the non-profit operations of Rebuilding Together FMA. This person is the chief operator of the organization and is responsible for the organization’s financial operations, staffing, day-to-operations, program administration oversight, and fundraising. This position is directly responsible to and managed by the Board of Directors of RTFMA.

**Duties include:**
- Management of the day-to-day operations of the organization
- Oversight of all program implementation
- Supervision of all RTFMA staff, AmeriCorps members, and independent contractors
- Oversight and direction of all volunteer selection
- Oversight of client relations, outreach, and services
- Overall financial management of the organization
- Fundraising for all organizational expenses via grant writing, special events, individual appeals, sponsorship outreach, etc.
- Reporting to grant sources and major donors as requested
- Maintenance of all donor, community, and network relations
- Strategic planning, goal setting, and benchmarking for organizational work
- Maintenance of board growth, relationships, and functionality
- Attendance of conferences, trainings, and national meetings as requested
- Participation in community and networking groups as requested
- Travel, on-site project visits as necessary
- Night and weekend work is expected as necessary

**Qualifications Required:**
- Bachelor’s Degree in appropriate field
- Access to a vehicle, possession of a valid driver’s license
- 3-5 years professional experience in the non-profit, public service, community relations, or business sector
- 3-5 years professional experience in a staff supervision role
- Strong public speaking and interpersonal skills
- Proficiency in Microsoft Suite

**Qualifications Strongly Desired:**
- Experience in non-profit management
- Fundraising and/or grant writing and reporting experience
- Strong community involvement background
- Special Events planning experience
- Marketing experience
- Volunteer Management and Recruitment experience
- Budgeting experience

Potential candidates can email their applications to careers@rebuilingtogetherfma.org