



POSITION PROFILE

Executive Director



ABOUT HOME ReSOURCE

Supporting an integrated approach to social change that addresses all aspects of sustainability – social, economic, and environmental.

Home ReSource was founded in 2003 by two University of Montana graduates – Lauren Varney & Matt Hisel. They conceived a new retail operation that reduces construction and demolition waste while contributing to a local, green economy. Today, Home ReSource is a community sustainability center that keeps 900+ tons of material out of the landfill each year, provides materials and services to over half of Missoula households, and has strong community partnerships, efficient operations, and a growing suite of Community Sustainability Programs. Through waste reduction efforts, education, and the channeling of materials and services to those in need, our mission is to build and inspire a more vibrant, just, and sustainable local economy.

As our green business has flourished (voted Missoula’s best green business four years, our reputation as a sustainability leader has enabled us to develop partnerships and programs that support community-wide waste reduction efforts and focus on broader issues of sustainability. With the retail store as our foundation, we started developing programs designed to address all aspects of sustainability – environmental, social, and economic. Today, alongside day-to-day store operations, we have Job Training programs for youth and adults, a Zero Waste Ambassadors Programs for 5th graders, community reuse workshops, and Zero Waste programming for civic groups, businesses, and individuals in our community.

For more information visit:
www.homesource.org



THE OPPORTUNITY

The Home ReSource Board of Directors is seeking the organization's future Executive Director. This is an extraordinary opportunity for a dynamic, mission-driven, and experienced leader to fill the full-time position supporting the organization's mission as a leading nonprofit community sustainability center in Missoula, Montana. The Executive Director will lead a highly dedicated team and work collaboratively with a long-standing committed Board of Directors and a diverse network of strategic partners.

The Executive Director will oversee and manage the day-to-day operations of Home ReSource, working closely with, and providing leadership and management to, the staff, which currently includes 16 full-time and 5 part-time team members. The Executive Director will work in close connection with the board, ensuring that board members have the information needed to make strategic decisions on behalf of Home ReSource. The Executive Director will also ensure that Home ReSource's communications across all platforms and channels are timely, effective, and reflect the organization's core values and mission.

With assistance from the staff and input from the board members, the Executive Director will work to ensure proper management and growth of the approximate \$1,250,000 annual budget. Additionally, the Executive Director will work with the board and development team to attain the approximate \$7,000,000 capital campaign goal. Currently, the capital campaign is in the quiet phase with the public phase scheduled to launch in May of 2023.

The Executive Director will provide operational and financial leadership for the organization, ensuring that all aspects are running at maximum effectiveness for the greatest impact. The Executive Director will lead and promote an organizational culture that values inclusivity, engagement, collaboration, transparency, responsiveness, accountability, and mission alignment. The Executive Director will align all resources—human, financial, and other assets—appropriately to optimize the mission.



We believe that an integrated approach to social change that addresses all aspects of sustainability – social, economic, and environmental – is essential to a truly vibrant future. We strongly encourage people of color, people across the LGBTQ+ spectrum, and anyone who has experienced systemic oppression to apply.

CANDIDATE PROFILE

The Home ReSource Board of Directors is interested in identifying candidates who offer a wide range of skills, professional and lived experiences, and backgrounds.

Experience managing and leading teams, extraordinary communication and leadership skills, and the ability to operate and lead with humility, kindness, and a commitment to inclusion for all are required.

While it is understood that no one candidate will offer every desired qualification, the details provided below are representative of the general competencies, knowledge, and experience Home ReSource is seeking for this important hire. Please see the full job description for additional details.

Governance and Leadership Experience

- Maintain a visionary mindset, with the ability to develop and articulate a vision that is ambitious and inspiring
- Lead and work effectively with a Board of Directors in the governance and oversight
- Model effective and credible leadership by ensuring accountability, responsiveness, and a clear purpose and direction, while empowering and respecting team members
- Identify and implement operational and strategic improvements for efficiency and impact
- Foster trust and collaboration among stakeholders and possess the ability to manage through change with flexibility, poise, and keen emotional intelligence
- Be a public face for the organization, build relationships, manage collaborations, collaborate messaging and community engagement to ensure accuracy and support Home ReSource's mission.

Strategy and Vision

- Envision possibility and create a roadmap to achieve it
- Set strategy, prioritize, inspire, and empower staff to work together in maximizing Home ReSource's progress and success
- Help all staff to understand their role in achieving the strategic goals
- Ensures that services and funding relationships are robust enough to meet and/or exceed strategic goals and objectives.

Board Engagement

- Strengthen organizational governance through clear policies and procedures that reflect transition from organizing/founding board to governing board
- Serve as the accountable leader and liaison to Home ReSource's Board of Directors
- Communicate effectively with Home ReSource staff and board members, providing the information and transparency necessary for good governance and informed decision-making
- In collaboration with board members, plan for meetings, including agenda, materials, and logistics
- Ensure appropriate communication and interaction between board members and staff

Skilled Communicator and Relationship Builder

- Inspire action toward Home ReSource's vision and mission through consistent and inspirational messaging and storytelling within the organization and in the broader community
- Connect and expand Home ReSource's relationships with strategic partners, donors, sponsors, community leaders, and customers
- Adapt communication style to various audiences
- Serve Home ReSource as a skilled fundraiser, mission advocate, and public speaker



Home ReSource

building an inclusive Missoula together.

Financial and Operational Skills

- Possess a track record of sound financial planning and management experience, oversight and accountability, with the ability to clearly communicate financial details to the board
- Display proven success and expertise in leadership, vision, and guidance for all organizational financial and budgetary issues, decision-making, and reporting, including overall financial viability, operations analysis, and financial controls
- Create, implement, and adapt systems and infrastructure that align with Home ReSource's vision and direction, laying the foundation for efficiency and sustainability

In addition, strong candidates will offer:

- Deep desire to understanding and commit to the advancement of Home ReSource's work
- Comfortable with hard conversations
- Able to maintain a high level of trust and discretion
- Able to hold and push boundaries when needed
- Curious and open to learning
- Calm under pressure and in stressful situations, including when working with rapidly evolving circumstances and events
- Fundraising experience and expertise
- Creative and motivated critical thinker
- Not afraid to make mistakes, apologize, and continually grow—even when it's hard
- Not easily flustered or inflexible
- Able to clearly define and uphold decision making processes
- Branding and marketing experience is helpful

Compensation and Location

The compensation for this role will offer a base compensation of approximately \$85,000, commensurate with skills and experience. Additional benefits include paid time off, holidays, dental, vision, store discounts, HSA contribution, paid community volunteer hours, and sustainable commuter benefit. The position is located in Missoula, Montana.





Job Title: Executive Director
Classification: Exempt
Department: Administration
Reports to: Board of Directors

POSITION OVERVIEW:

The Executive Director will embody the values and characteristics that are indicative of a true leader and executive. The Executive Director will lead the organization in ensuring top notch and relevant mission-based programs while growing the organization in a fair and transparent manner. The Executive Director will drive programmatic growth and excellence, developing resources from both public and private funders, and collaborating with community partners. An effective communicator and skilled leader of people, the Executive Director will also bring great passion and vision, coupled with exceptional financial and business acumen. The Executive Director's oversight will be responsible for overall strategic planning and organizational management, nurturing and influencing critical community and personal relationships, and assisting with fundraising for capital improvements and overall mission advancement.

DUTIES AND RESPONSIBILITIES:

General Responsibilities:

- Support and embody Home Resource's Mission, Vision, and Organizational Culture.
- Support and embody Home ReSource's justice, equity and anti-racism values and guidelines.
- Support and enforce Home ReSource's policies and procedures creating a safe, positive, equitable, collaborative and learning work environment.
- Maintain a visionary mindset, with the ability to develop and articulate a vision that is ambitious and inspiring.
- Problem-solve day-to-day challenges and maintain a culture of continuous learning and improvement.
- Lead with confidence while delegating effectively and foster a coaching and mentoring approach that fosters growth and advancement and attracts and retains talent.

Governance and Leadership Responsibilities:

- Responsible for leading Home ReSource in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Lead and work effectively with a Board of Directors in the governance and oversight of Home ReSources.
- Work directly with the Board of Directors: attending committees and meetings, assist in creating Board of Directors meetings while communicating about key issues/external pulse/considerations.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
- Be a public face for the organization, build relationships, manage collaborations, collaborate messaging and community engagement to ensure accuracy and support Home ReSources' mission.
- Represent Home ReSource to external partners and stakeholders and provide guidance related to policy, funding opportunities, and other specialty areas.

- Establish and maintain relationships with various organizations and utilize those relationships to strategically enhance Home Resources Mission.
- Provide leadership to and manage the efforts of staff to ensure appropriate support of all departments while maintaining confidentiality as appropriate.
- Bring forth a strong business acumen, including financial and budget management, assessment and refinement of staff roles and responsibilities, implementation of systems and practices designed to maximize efficiency and expand Home ReSources mission and service impact.
- Perform executive-level administration responsibilities: approve payroll, bills, reconciliations and budgets while overseeing operational, fundraising opportunities and work plans.
- Articulate Home ReSource's impact, project a positive individual and organizational image, and move between private, government, and nonprofit sectors with ease offering credibility and leadership to others while generating support for Home ReSource's priorities.
- Develop an organizational culture where staff are supported, well-managed, well-trained, and compensated at industry standard.
- Guide Home ReSource's culture to effectively manage risks and prioritize safety, ensuring appropriate resources are available for staff to stay mentally and physically healthy.
- Ensure staff participate actively in JEDI efforts/procedures, establishing an understanding of race equity and inclusion principles.

Financial and Fundraising Responsibilities:

- Develop resources sufficient to ensure the financial health of the organization.
- Coordinate and lead the budget needs to ensure goals are met, finances are accurate, audit-ready, and transparent.
- Efficiently direct and review financial statements monthly to approve payroll and accounts payable.
- Support fundraising through donor relationships through the cycle of engagement as appropriate and maintaining foundation relationships.
- Provide input on grants, their outcome, and the impact it is providing for the organization.
- Ensuring HR meets its fundraising goals and assist in developing their annual budget.
- Responsible for the fiscal integrity of Home ReSource, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.

Strategy and Program Responsibilities:

- Develop and implement programs that are strategic (achieving mission/vision/strategic plan), well-staffed, well-resourced, financially sound, impactful, scalable, replicable, and responsive to community needs.
- Oversee programs with both short and long-term initiatives ensuring they align with the Home ReSource's culture.
- Ensure programs are effective, well-delivered and mission aligned.
- Ensures that services and funding relationships are robust enough to meet and/or exceed strategic goals and objectives.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Maintain highly ethical behavior
- Strong interest in non-profit sector.

- Detail oriented with the ability to handle numerous diverse tasks simultaneously and to make decisions and recommendations based solely on verifiable facts
- Ability to work without supervision, in a team environment, and to meet critical deadlines. Ability to interpret laws & regulations
- Ability to develop and maintain credible relationships with private and public agencies
- The ability to maintain consistent standards in treatment of both member and non-member companies
- Excellent spelling, grammar, and written communication skills with a high-level of attention to detail in composing, typing and proofreading materials
- High level of interpersonal skills and ability to handle sensitive information and documents with confidentiality
- Knowledge of office administrative procedures and ability to operate and troubleshoot most standard office equipment
- Highly proficient in MS Office applications (Word, Excel, Access, PowerPoint)

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

EXPERIENCE/EDUCATION/LICENSES AND CERTIFICATIONS NECESSARY:

- 4-year college degree or equivalent in a business-related field; or
- Any equivalent combination of education and experience that provides the required knowledge, skills, and abilities

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

Home ReSource's work environment is quite diverse, including both a typical office and a hardware and construction retail environment, and the characteristics described here are representative of those an employee may expect to encounter while performing the essential functions of this job. This section is not an all-encompassing, but rather what one might come to expect on a regular basis.

With reasonable accommodation, this position requires the manual dexterity to sufficiently operate phones, computers, and other office equipment. This person must be able to communicate clearly and accurately to convey information using the English language, both verbally and in writing. The ability to hear and comprehend dialogue spoken at appropriate "dinner-table conversation" levels, and visual acuity capable of drafting, editing, reviewing, and/or comprehending materials drafted in a standard typeface size 10 font or above, are required. Must be capable of sitting and standing for extended periods of time, as well as be able to intermittently push, pull, or lift 20+lbs. of force.

Occasional exposure to adverse working conditions, including the performance of work in cramped and/or awkward positions, and exposure to safety hazards, loud noise, traffic, and inclement weather conditions is possible.

ACCOUNTABILITIES: (Success Factors)

- Satisfactory attendance, promptness, time management, and attention to detail.
- Willingness to go the extra mile
- Participation as a team player
- Contributions to the vision, mission, and goals of Home ReSource
- Developing ways to save time or money in the execution of the mission
- Respect and honor all people, positions, and BBB processes.
- Willingness to adhere to Home ReSource Standards of Trust and Core Values
- Take initiative to solve problems independently – when problems need to be escalated, prepare options for solution
- Follow up and provide closure to all requests

- Communicate – Communicate – Communicate!

All employment with Home ReSource is considered at-will. This job description does not constitute a permanent relationship between Home ReSource and the employee named below, and is subject to change at any time, with or without prior notification.

Employee Printed Name	Employee Signature	Date
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Supervisor Printed Name	Supervisor Signature	Date
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