

Area Director - ShareBuilt

Position Overview

The Area Director is a pivotal leadership role at ShareBuilt, responsible for overseeing the organization's day-to-day operations, fundraising efforts, and community engagement. This role is crucial for expanding ShareBuilt's impact across Middle Tennessee and potentially beyond. The ideal candidate will have a strong background in nonprofit leadership, with experience in engineering, architecture, or construction management being highly desirable. Hourly rate \$34/hr.

Key Responsibilities

Leadership and Strategic Direction

- Lead ShareBuilt in alignment with its mission to connect nonprofits with Architect, Engineer, & Construction (AEC) professionals.
- Serve as a key regional spokesperson for the organization, representing ShareBuilt at industry events, community forums, and with key stakeholders.
- Contribute to the development and implementation of a strategic plan that ensures sustainable growth and impact.
- Help ensure alignment across all levels of the organization by fostering a culture of collaboration, transparency, and accountability.

Fundraising and Development

- Cultivate relationships with major donors within the AEC community as well as individual philanthropists interested in supporting nonprofit construction projects.
- Provide leadership in fundraising efforts, working closely with the Founder and Board of Directors to secure financial support from donors, corporations, and foundations.
- Support grant writing efforts to secure funding from private foundations.
- Create opportunities for corporate sponsorships and partnerships that align with ShareBuilt's mission.

Community Engagement

- Act as a key face of ShareBuilt in Middle Tennessee, working with the Founder on building strong relationships with local nonprofits, contractors, architects, engineers, and other stakeholders.
- Develop outreach strategies to raise awareness about ShareBuilt's services within the nonprofit sector and AEC industry.
- Coordinate work of volunteers and "Project Shepherds" (experienced AEC professionals) to support nonprofits in need of design and construction expertise.

Program Management

- Oversee all ongoing projects to ensure they are aligned with ShareBuilt's mission of helping nonprofits complete their capital projects efficiently.

Area Director - ShareBuilt

- Work closely with "Project Shepherds" to ensure that shepherds are supporting clients as mutually agreed and that ShareBuilt is regularly documenting their impact on client projects.

Financial Management

- Develop and manage an annual budget in collaboration with the Board of Directors.
- Ensure that all financial practices are transparent and compliant with nonprofit regulations.
- Ensure that ShareBuilt is compliant with all applicable state laws and maintains current state registrations in all states from which funds are solicited.
- Work with the Founder and Treasurer to ensure that expenditures remain within the annual budget and report on financial performance to the Board of Directors.

Board Development

- Work closely with the Founder and Board of Directors to develop governance structures that support organizational growth.
- Facilitate effective communication between staff and board members to ensure alignment of organizational priorities.

Operations Oversight

- Ensure that all operational systems are functioning effectively to support program delivery.
- Oversee human resources functions including onboarding, staff development, performance evaluations, and compliance with labor laws.
- Implement technology solutions that improve organizational efficiency in project management, communications, fundraising, and data tracking.

Additional Responsibilities:

1. **TrackVia Database:** Support database management tasks ensuring data integrity.
2. **Maintain Shepherd TrackVia Data Input:** Lead efforts ensuring accurate data entry into TrackVia for project tracking.
3. **Plan & Organize Board Home Receptions:** Lead planning efforts for board member receptions to cultivate new stakeholder engagement.
4. **Primary Liaison with AEC Firms:** Act as a primary contact point to support Founder in engaging AEC firms effectively.
5. **Policies & Procedures Management:** Lead the development and management of organizational policies ensuring compliance and efficiency.
6. **Maintain Website:** Manage the regular update of the website as needed for events, media updates, new clients, etc., taking a leadership role in content accuracy.

Please contact Steve Kuhn @ Steve.kuhn@sharebuilt.org if you are interested in applying.