

Executive Director

Westminster Home Connection

Westminster Home Connection repairs, modifies, and preserves homes at no cost for older adults and individuals with disabilities so they may age safely and with dignity. The organization is entering a new chapter of leadership, and the incoming Executive Director will build on a strong foundation of direct service while strengthening the operational capacity, financial sustainability, and community partnerships needed to sustain and expand Westminster's impact.

Position Overview

OPPORTUNITY PACKET

The Executive Director provides strategic, operational, and relational leadership for Westminster Home Connection. Reporting to the Board of Trustees, this role translates the Board's vision into clear strategy and effective day-to-day operations, ensuring strong program delivery, financial sustainability, and responsible stewardship of resources.

The Executive Director also leads staff and volunteers, fosters a mission-driven culture, and builds the internal operational capacity needed to sustain and expand Westminster's direct services, while cultivating community partnerships that broaden the organization's reach and impact. As the organization's chief ambassador, this role strengthens visibility, credibility, and support across the communities served, aligning people, strategy, and resources to support long-term sustainability and meaningful outcomes.

Key Responsibilities

Staff Leadership, Development, and Program Operations — 60% of Time

The Executive Director provides day-to-day leadership across staff, volunteers, and program operations, serving as the organization's primary driver of operational excellence and internal capacity-building.

- Lead and inspire staff through strong relationships and servant leadership, advancing Westminster's mission of helping older adults and individuals with disabilities safely age in place
- Directly supervise the Treasurer, Construction Manager, Operations Coordinator, Client Services Coordinator, Intake & Eligibility Analyst, with indirect oversight of the Bookkeeper, Grant Writer, and construction team, fostering clear accountability and effective coordination across all roles

- Lead staff recruiting in collaboration with managers, and lead volunteer recruitment efforts, including building self-sustaining volunteer bases in current and outlying counties
- Set clear performance expectations and provide regular coaching and mentorship; create professional growth opportunities and recognize employee contributions to foster a positive, mission-aligned culture
- Lead a consistent cadence of purposeful meetings — bi-monthly one-on-ones, weekly team touchpoints (including the operational huddle and Review Committee), and monthly all-staff meetings — that build alignment, trust, and accountability
- Build and sustain the operational processes, workflows, and systems that enable Westminster to deliver services efficiently, consistently, and at scale
- Drive program delivery through a structured weekly operating rhythm, including an early-week huddle to align priorities and an end-of-week cross-functional Review Committee (Operations, Finance, Client Services, and Construction) to evaluate client cases and service decisions
- Oversee the development, review, and approval of Standard Operating Procedures that guide service eligibility and delivery, serving as final decision-maker when needed
- Establish clear expectations and monitor outcomes to ensure high-quality service delivery aligned with Westminster's mission and standards

Financial Stewardship — 10% of Time

The Executive Director ensures the long-term financial health and sustainability of the organization.

- Provide overall financial leadership and stewardship, ensuring long-term sustainability through sound budgeting, forecasting, financial analysis, and resource management
- Partner to develop rolling three year operating budgets, monitor financial performance, recommend corrective action, and ensure compliance with applicable laws, regulations, grant requirements, and nonprofit accounting standards
- Progressively assume primary leadership of financial management — with mentorship and operational support from the Treasurer during the transition period — within the first one to two years of employment
- Lead responsible management of organizational resources, ensuring thoughtful allocation of staff time, materials, and financial assets in alignment with organizational priorities

Fundraising — 20% of Time

The Executive Director leads Westminster's fundraising and resource development strategy to ensure diversified and sustainable revenue growth.

- Maintain strong relationships with funders, donors, and community partners as a core leadership priority
- Partner with the Treasurer, Board of Trustees, grant writers, and key stakeholders to cultivate donor relationships, identify funding opportunities, and oversee grant strategy
- Support major gift development, coordinate annual fundraising initiatives and events, and communicate organizational impact to funders and supporters
- Progressively assume primary responsibility for fundraising leadership, donor engagement, and revenue development — with shared leadership and guidance from the Treasurer during the transition period — within the first one to two years

Community Partnerships — 10% of Time

The Executive Director serves as Westminster's chief ambassador, building the external relationships that expand its reach and impact.

- Cultivate and maintain strong referral partnerships with community organizations and individuals — including social service agencies, medical providers, and word-of-mouth sources — to support a steady pipeline of client referrals, prioritizing strategic partnerships
- Cultivate and maintain strategic community partnerships that enhance program delivery, including managing correspondence and communication regarding program activities with partner organizations and individuals
- Strengthen Westminster's visibility, credibility, and support across the communities it serves

Leadership Profile

The ideal candidate will demonstrate:

- Strategic leadership and organizational management, with sound judgment and financial acumen
- Skilled staff supervision, coaching, and performance management
- Strong written and verbal communication skills, including public speaking
- Relationship-building with boards, partners, funders, and community stakeholders

- Sound problem-solving, conflict resolution, and decision-making, including the ability to navigate and mediate points of friction
- Self-awareness, emotional intelligence, and situational awareness, with the ability to lead with humility as a servant leader
- A commitment to fostering collaboration, transparency, and team cohesion, with strong mission alignment
- Understanding of nonprofit governance, board relations, finance, compliance, and risk management
- Program development and evaluation expertise
- Knowledge of housing repair, accessibility, aging-in-place, and disability-related services
- Experience with volunteer management and community-based service

Qualifications

Required

- Bachelor's degree in a relevant field
- 5–10 years of relevant professional experience
- Demonstrated experience in nonprofit leadership, staff supervision, and financial/budget management

Preferred

- Experience leading a nonprofit organization through a period of transition or growth, particularly relevant given Westminster's upcoming leadership transition
- Content knowledge of housing repair, accessibility, aging-in-place, and disability-related services

Scope and Accountability

- High-level supervision with critical impact: oversees one or more direct reports with moderate to high-level responsibilities
- High-level decision-making: expected to make decisions independently and regularly, with significant autonomy and accountability for outcomes

- High-level financial responsibility: accountable for creating and adhering to a budget; poor financial decisions carry significant consequences

Work Environment and Physical Demands

This role works primarily in a professional office environment but regularly engages in the community, including meetings at partner organizations, donor visits, and visits to active home repair and modification sites. The role requires the ability to sit for extended periods, use standard office equipment, and communicate effectively in person, by phone, and electronically. Periodic local and regional travel is required. While the position is largely administrative and supervisory, the Executive Director must be able to navigate residential environments and construction sites as needed, including standing and walking on uneven surfaces and ascending or descending stairs. No routine heavy lifting is required.

Salary and Benefits

The salary for this position is \$117,000-\$122,000 based on experience. Westminster Home Connection reviews pay regularly against local nonprofit compensation data to stay competitive with peer organizations. Benefits include:

- 18 days of paid vacation and holiday time per year
- 80 hours per year of paid illness and family medical time, which can also be used for parental leave Paid bereavement leave
- A \$350 monthly health stipend, plus a navigator who helps each employee choose a Marketplace plan
- SIMPLE IRA retirement plan with an employer match of up to 3%
- Support for professional development, including certifications, workshops, and coaching

How to Apply

Nonprofit Leadership LLC has been retained to facilitate the executive search. Interested candidates should submit a resume and cover letter addressing a time you spent meaningful time alongside frontline staff or in the field. What did you learn that changed how you led? to elle@nonprofitleadership.com by October 28, 2026. Please reference the position title in the subject line of your email.