SHAREBUILT | PROJECTS WITH PURPOSE

Executive Director

Lead a faith-forward organization into its next season of sustainable growth and national impact

Organization	ShareBuilt, Inc. (501(c)(3) nonprofit)
Location	Middle Tennessee residence required; home-office based
Work model	Virtual organization; ShareBuilt currently has no dedicated office space
Compensation	$110,000-$120,000 anticipated base salary range, plus benefits; final package subject to Board approval
Reports to	Board of Directors through the Board Chair
Travel	Regular local engagement across Middle Tennessee and periodic travel to business partner and nonprofit partner locations across the United States

About ShareBuilt

ShareBuilt is a faith-forward nonprofit that helps small and medium-sized nonprofits navigate facility planning, design, construction, renovation, and real estate decisions with clarity and confidence. We connect nonprofit leaders with trusted architecture, engineering, construction, and real estate professionals and shepherd the project journey from early planning through completion. Our core services are provided at no cost to nonprofit partners so they can protect donor dollars, avoid preventable mistakes, and direct more resources toward their missions.

Founded in Middle Tennessee in April of 2022, ShareBuilt is building a sustainable platform that mobilizes business expertise, generosity, and relationships to serve nonprofit organizations locally and, over time, across the United States.

Mission, Vision, and Values

Mission: ShareBuilt connects nonprofits with trusted design and construction partners and guides the project journey, providing clarity, direction, and peace of mind.

Vision: We pursue a future where every nonprofit has a partner in its building journey, every decision is made with confidence, and every mission is aligned with partners committed to lasting impact.

Values: Passionately Advocating. Faithfully Serving. Shepherding Success.

We operate with stewardship, generosity, integrity, humility, measurable impact, and a commitment to relationships.

The Opportunity

This is a founder-succession and scale-building role. The Executive Director will preserve ShareBuilt's faith-forward identity and relational culture while strengthening fundraising, governance, operating systems, brand clarity, program quality, and responsible geographic growth. The Executive Director will partner with the Board, Founder, staff, Project Shepherds, volunteers, donors, nonprofit partners, and business leaders to translate a proven model into a durable organization that can thrive beyond its founding leadership.

ShareBuilt does not raise construction capital for nonprofit partner projects. The Executive Director is responsible for raising the operating and program support needed to sustain ShareBuilt's own team, services, systems, and growth.

Founder Transition and Role Clarity

The Founder will transition from executive leadership to service on the Board. The Executive Director will have clear authority and accountability for staff leadership, strategy execution, fundraising, operations, budget, program quality, risk management, and the public leadership of ShareBuilt.

- The Founder will focus on opening doors within the architecture, engineering, construction, and commercial real estate communities; strengthening the Advisory Council; and helping develop an AEC Community Impact Fund.
- The Executive Director will convert introductions into enduring organizational relationships, multi-year partnerships, and sustainable support, with all activity documented in ShareBuilt's systems and CRM.
- The Founder will serve as a Board member and advisor, not as a parallel executive. Governance, supervision, and performance accountability for the Executive Director will rest with the Board through the Board Chair.
- Relationships developed by the Founder, Executive Director, Board, staff, or volunteers belong to ShareBuilt and will be stewarded for the organization's long-term mission.

Primary Responsibilities

Mission-Centered Executive Leadership

- Lead ShareBuilt in alignment with its faith-forward mission, vision, values, and commitment to serve nonprofit partners at no cost.
- Work with the Board to set strategy, establish annual priorities, measure progress, and make disciplined decisions about growth.
- Serve as ShareBuilt's chief spokesperson and ambassador with nonprofit, faith, philanthropic, civic, and business audiences.
- Guide the founder transition with clarity, respect, defined decision rights, and active transfer of institutional knowledge and relationships.

Fundraising and Revenue Development

- Own and execute a diversified fundraising strategy across individuals, donor-advised funds, foundations, corporations, AEC and real estate partners, sponsorships, events, grants, and other appropriate channels.
- Personally cultivate, solicit, close, and steward major gifts and translate ShareBuilt's impact into a compelling case for support.
- Partner with the Board and Development Committee to establish goals, prospect strategies, accountability, and meaningful Board engagement.
- Build repeatable donor systems, CRM discipline, grant strategy, reporting, and stewardship so revenue growth is organization-based rather than personality-dependent.
- Financial context: 2026 projected revenue is $308,000, 2027 budgeted revenue is $390,000, and the 2028 target is $450,000. Current reserves exceed $100,000.

Business-Community Engagement and Growth

- Build trusted relationships with business leaders and mobilize the expertise, networks, generosity, and resources of the AEC, real estate, and broader business communities.
- Develop corporate and industry partnerships that create mutual value while protecting ShareBuilt's nonprofit partner-first posture.
- Strengthen ShareBuilt's Middle Tennessee base while establishing disciplined criteria, partnerships, and systems for responsible national expansion.

Operations, People, and Program Quality

- Lead staff and distributed volunteers with clarity, accountability, collaboration, and care in a virtual, home-office-based environment.
- Current team: one full-time W-2 employee serving as Area Director; four part-time 1099 contractors supporting administration, grant writing, and marketing; one part-time secretary and treasurer; and nine Project Shepherd volunteers.
- Build documented, repeatable systems for nonprofit partner intake, Project Shepherd engagement, partner vetting, project oversight, risk escalation, impact measurement, and follow-up.
- Ensure a consistent, high-quality nonprofit partner experience and appropriate technical oversight as the organization grows.
- Oversee human resources, technology, compliance, policies, contracts, insurance, and organizational risk in partnership with qualified staff and advisors.
- ShareBuilt recently launched a new website, and additional content is being added. ShareBuilt's CRM is a High Level platform created and managed by Main Street Mentor.

Financial Stewardship and Governance

- Develop and manage the annual budget, maintain strong financial controls, and provide timely, transparent reporting to the Board.
- Support effective governance and a clear separation between Board oversight and management authority.
- Use meaningful financial, fundraising, program, nonprofit partner-impact, and risk measures to assess performance and guide decisions.

Candidate Profile

Required Qualifications

- Residence in Middle Tennessee and the ability to maintain an active, visible presence in the region.
- Ideally, at least five years of senior nonprofit leadership experience, including responsibility for budgets, people or volunteers, operations, strategy, and Board engagement.
- A proven fundraising record, including personal responsibility for donor cultivation, solicitation, closing major gifts, and documented revenue growth.
- Demonstrated experience building, growing, launching, or materially improving an organization, program, partnership, or revenue stream.
- Experience working directly with a Board of Directors, including reporting, committee support, governance, and Board development.
- Strong public presence and the ability to engage credibly with donors, nonprofit executive directors, nonprofit boards, civic leaders, faith communities, and the media.
- Clear and genuine alignment with ShareBuilt's faith-forward identity, mission, and values.
- Excellent written and verbal communication, sound judgment, relational maturity, operational discipline, and comfort leading a distributed organization from a home office.

Preferred Qualifications

- Leadership experience in either the nonprofit sector or the architecture, engineering, construction, commercial real estate, development, facilities, housing, or community-development fields. Candidates are not expected to come from one narrow career path.
- Existing relationships in Middle Tennessee's business, philanthropic, nonprofit, faith, AEC, or real estate communities.
- Experience with founder succession, organizational scaling, multi-state operations, volunteer-led service delivery, or a network-based operating model.
- Familiarity with donor-advised funds, financial advisors, planned giving, foundation relationships, grants, donor CRMs, impact measurement, and nonprofit risk management.
- Experience translating technical or complex services into a simple, compelling donor and partner story.

Core Leadership Competencies

- Relationship conversion: turns introductions into long-term funding, partnerships, and measurable engagement.
- Entrepreneurial builder: creates practical systems and capacity rather than merely maintaining existing operations.
- Collaborative confidence: partners well with an engaged Founder and Board while exercising clear executive authority.
- Strategic communication: connects ShareBuilt's technical work to mission, stewardship, and donor impact.
- Operational and financial discipline: keeps budgets, metrics, responsibilities, and reporting clear and accountable.
- Risk awareness: understands that owner's-representative work carries meaningful responsibility and builds oversight accordingly.

First 12-24 Month Priorities

- Complete an orderly founder transition with clear decision rights, documented institutional knowledge, and continuity of key relationships.
- Establish and execute a Board-approved fundraising plan that supports the Executive Director position, strengthens operating reserves, and diversifies revenue.
- Strengthen ShareBuilt's Middle Tennessee presence with donors, nonprofit partners, business leaders, and AEC and real estate partners.

- Clarify roles, workflows, technical oversight, risk escalation, and accountability for staff, Project Shepherds, and volunteers.
- Translate ShareBuilt's strategic plan into an annual operating plan with specific objectives, measures, owners, timelines, and Board reporting.
- Develop a disciplined approach to nonprofit partner growth and geographic expansion that protects program quality and financial sustainability.

What Success Looks Like

- A trusted founder transition preserves mission, relationships, institutional knowledge, and organizational momentum.
- Revenue becomes increasingly diversified, repeatable, and sufficient to sustain staff, services, systems, and responsible growth.
- Board and management roles are clear, with timely reporting and shared accountability for strategy and results.
- Staff, Project Shepherds, and volunteers operate with documented roles, consistent processes, and appropriate technical and risk oversight.
- Nonprofit partners receive a consistent, high-quality experience, and ShareBuilt can demonstrate its impact with credible measures and stories.
- ShareBuilt is better understood by nonprofit partners, individual donors, foundations, and business and AEC partners.

Work Location, Travel, and Compensation

This is a home-office-based position. ShareBuilt is currently a virtual organization and does not maintain dedicated office space. Residence in Middle Tennessee is required because the early transition, donor development, Board engagement, nonprofit partner relationships, Quarterly Bridge Breakfast events, and business-community partnerships depend on an active regional presence. The Executive Director must also be willing to travel periodically to partner, donor, event, and nonprofit partner locations outside the region.

The anticipated base salary range is $110,000 to $120,000 annually, plus benefits. Final compensation and benefits will be based on experience, organizational resources, and Board approval. Any incentive compensation, if offered, will be structured consistently with nonprofit governance and applicable law.

Candidate Conversation and Application

The selection process will invite candidates to tell their leadership story after learning ShareBuilt's story and mission, including how the mission resonates with them, how they have built sustainable revenue, and how they would approach founder succession and faith-forward leadership.

Applicants should submit: (1) a resume; (2) a cover letter explaining their interest in ShareBuilt's mission and their relevant leadership and fundraising experience; and (3) a description of a fundraising or growth initiative they personally led, including measurable results.

Application contact and deadline: careers@sharebuilt.org no later than December 18, 2026

Equal Opportunity

ShareBuilt is committed to fair and respectful employment practices. Employment decisions are based on mission alignment, qualifications, experience, and organizational needs, consistent with applicable law.