Furniture Sharehouse seeks an Executive Director to steer through a leadership transition from our founder into the future.

Mission: Furniture Sharehouse provides free furniture to economically disadvantaged individuals and families living in Westchester County, giving them the basic household furnishings that enable them to rebuild their lives and live with dignity. Founded in 2006, the organization has had a positive impact on over 5,000 households.

Position: As the founding volunteer executive director retires from running the organization, the new leader will work under the direction of the Board of Directors to ensure a smooth transition. The new executive director will be charged with obtaining funding, managing operations and creating and implementing key plans and procedures.

The Executive Director will be the public face of Furniture Sharehouse as the key community contact with all stakeholders, including member agencies, donors of furniture and funds, County government and the media.

The Executive Director will be hired as an independent consultant with the following responsibilities:

1) Funding and Fundraising
   - Drive fundraising and develop resources to support the mission of the organization
   - Work closely with Grant Writer to secure grant funding
   - Actively cultivate individual donors through networking and community contacts
   - Actively cultivate business and nonprofit relationships for funding and partnerships through government, community involvement and networking
   - Work with Finance Committee to develop annual budget and produce monthly financials
   - Oversee fiscal management ensuring maximum resource utilization and maintenance of organization's positive financial position

2) Mission and Strategy
   - Participate in strategic planning and implementation to secure that the organization will successfully fulfill its mission into the future
   - Work closely with professional and civic organizations and corporations to enhance visibility and partnerships
   - Act as primary spokesperson to organization's constituents, media and the general public
   - Work with Communications Committee to oversee and implement marketing and communication plans and activities

3) Operations
   - Oversee overall furniture collection and distribution process – over 7,000 pieces of furniture are collected and distributed annually to over 400 households
   - Maintain relationships with 32+ member agencies to ensure maximum client service and satisfaction
   - Supervise part-time independent office manager who handles agency matters, client appointments, furniture donors, bookkeeping, banking, and other administrative matters
   - Supervise contract trucker
   - Oversee cadre of dedicated volunteers, maintain volunteer satisfaction and cultivate new volunteers
   - Maintain effective relationship with Airport and County administration

4) Board Governance
   - Responsible for communicating with the Board and providing information necessary for the Board to function properly and make informed decisions
   - Work closely with the Board on fundraising, policy decisions and increasing the organization's overall visibility

Professional Qualifications:

- Proven track record of fundraising and donor development
- Three or more years nonprofit leadership experience as a consultant or on staff
- Solid, hands-on budget management skills, including budget preparation, analysis, decision-making and reporting
- Strong organizational abilities, including planning, delegating and program development
- Ability to convey a future strategic vision to Board, contractors, volunteers and donors
- Ability to provide transparent and high integrity leadership
- Skills to collaborate with and motivate Board members and volunteers
- Demonstrated ability to oversee and collaborate with contracted service providers
- Ability to interface with and engage diverse volunteer and donor groups
- Strong written and oral communication skills, and strong public speaking ability

Compensation: This Position is structured for a Part-Time Independent Contractor, with an annual compensation range of $35,000 - $40,000, to be paid quarterly.

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