



HomeShare Vermont Seeks a New Executive Director

HomeShare Vermont's Board of Directors invites qualified candidates to apply for the opportunity to lead the organization at an exciting time. Drawing on the strengths of this well-run, fiscally stable organization, the Executive Director will collaborate with an established board of directors and skilled staff to implement a recently adopted strategic plan that further strengthens the organization and increases its mission impact. The successful candidate will be a high-energy, entrepreneurial professional who has strong leadership and management skills, keen business acumen, and a track record in fund development, employee supervision, and teambuilding.

About HomeShare Vermont

HomeShare Vermont, Inc. (HSVT), a 40-year-old nonprofit corporation based in South Burlington, VT, has a unique mission of improving lives and communities by bringing people together to share homes. HSVT uses its comprehensive and client-driven screening and matching process to successfully match individuals seeking housing (guests) with homeshare hosts, often seniors or persons with disabilities, who have a room to share. In exchange, hosts receive companionship, assistance with household chores, and/or some rental income. This dynamic organization addresses the growing need for affordable housing while providing support to hosts and guests in a human and caring way. HSVT is a leader in the national homesharing movement and actively works with community and legislative stakeholders to create new homesharing initiatives.

HSVT's highly skilled, mission-driven staff team of six works in concert with a well-trained corps of volunteers to process over 700 new applications and support nearly 100 matches each year. HSVT serves seven counties in northern and central Vermont. The organization has gathered and tracked outcome data since 2001 to continually modify and improve its services. HSVT has flourished under the strong and steady leadership of Kirby Dunn, who was HSVT's first executive director when it became an independent nonprofit corporation. Under Ms. Dunn's leadership, HSVT grew exponentially and expanded its service area from one to seven counties. Ms. Dunn is stepping down after 23 years of service.

The organization is financially sound with a solid and expanding endowment, a \$620,000 budget, and nearly \$2 million in net assets. Its revenue comes through a mix of donor, grant, and event contributions; nearly half of its funding is from the State of Vermont Department of Disabilities, Aging and Independent Living. HSVT is governed by an engaged 12-member

board of directors comprised of business, community, and nonprofit leaders who contribute legal, real estate, financial, social service, and human resources expertise.

The Opportunity Going Forward

HSVT board and staff members gathered in 2021-22 to set a four-year strategic plan that focuses on strengthening and growing the organization and increasing the number of Vermonters who benefit from homesharing. In 2019, HSVT added three Central Vermont counties – Lamoille, Orange, and Washington – to its service area and opened a satellite office in Montpelier. HSVT has a short-term focus on maintaining stable staffing and funding to support the work it does in its current service area and has a longer-term goal of gaining strategic partnerships to carefully expand to other parts of the state.

As the new leader takes the reins, key priorities will be to:

- Maintain HSVT's current high level of function and vibrancy;
- Build trusting relationships with staff members and foster a positive and enriching team culture;
- Gain a deep understanding of HSVT's homesharing program by taking on cases and participating in the match process;
- Increase revenues through multiple streams by expanding HSVT's donor base and foundation gifts, planning an annual fundraising event, and increasing endowment and bequest gifts;
- Raise HSVT's visibility to increase the level of community recognition of the organization and its mission, matches, and volunteers, and to increase funding throughout its service area;
- Build on work underway to adopt a client database focused on case management; and
- Support the board in seeking new board members.

Position Duties and Responsibilities

The Executive Director is responsible for program oversight and development and long-range planning, staff supervision, supporting the board and its committees, fundraising, donor relations, financial management and budgeting, and public relations and outreach. The Executive Director is also involved in aspects of case work, as needed.

Specific Responsibilities include:

- Understand, support, and promote the mission of HSVT.
- Raise the revenue needed to sustain the organization, including grants, individual donor solicitations and planned giving. Lead and participate in all the organization's fundraising activities in conjunction with the board.
- Develop and manage budgets and reports for all funding sources and assure all grant requirements are being met.
- Monitor finances, cash flow and investments, and implement decisions of the board and finance committee regarding the annual budget and financial accounts.

- Oversee the annual audit and 990 tax return and assure compliance with by-laws and all legal requirements of non-profit organizations.
- Hire, train and supervise staff, foster a team effort among staff and volunteers, and keep abreast of legal and personnel management issues.
- Support the board and its various committees including executive, fundraising, outreach, and finance. Recruit new board and committee members.
- Monitor customer statistics; review trends in the program and respond accordingly.
- Oversee outreach and marketing efforts promoting the program, including public speaking, workshops, media, and trainings.
- Annually evaluate the program and report outcomes to the board.
- Lead long-range planning efforts to improve programs, expand homesharing services to serve more people, assure the financial sustainability of the organization, and implement strategic planning goals.
- Network with other service providers, agencies, public officials, and others to promote homesharing and best practices throughout Vermont and elsewhere.
- Keep abreast of trends and recent developments in aging and affordable housing.
- Participate in all aspects of casework as needed.

Credentials/Profile of the Ideal Candidate

Human Service Knowledge and Experience

- Demonstrated passion for HSVT's mission of improving lives through homesharing and helping people age in place
- Understanding of the unique dynamics of nonprofit organizations
- Background in social services; elder services preferred
- Understanding of the affordable housing landscape in Vermont is a plus

A Strategic and Entrepreneurial Leader

- Proven ability with strategic thinking and implementing plans
- Entrepreneurial in approach; a flexible, creative style
- Talented at solving problems, synthesizing complexity, and finding innovative solutions

An Experienced, Collaborative, and Engaging Nonprofit Professional

- A collaborative and approachable leadership style consistent with building and maintaining strong relationships and an environment of safety, trust, and respect
- Experience managing a talented staff, including hiring, mentoring, and supervision
- Strong, prudent financial management skills; experience developing and monitoring budgets while maximizing operational resources
- Leads with compassion while maintaining a focus on goals

An Effective Communicator with Strong Social Skills

- Strong emotional intelligence
- Proven ability to build, nurture, and sustain internal and external relationships
- Demonstrates integrity and leads by example
- Listens well, with strong oral, written, and storytelling skills
- Able to communicate effectively with diverse groups
- Shows humility and is curious and accessible; demonstrates respect for people of all backgrounds

Desired Credentials

- Bachelor's degree required
- Minimum of 3-5 years in leadership and management
- A track record in raising funds through grant writing, donor contributions, planned giving, and events

Salary and Benefits

The salary range set for this position is \$75-\$85,000. HSVT provides an excellent benefits package that includes 100% premium coverage for both dental and health insurance, a 403(b) retirement plan, and generous paid vacation and holiday time off.

HSVT values its collaborative workplace culture and encourages staff to work in the office to promote strong working relationships among staff and volunteers. All staff have the flexibility to work from home when needed while meeting job expectations.

Application Guidelines

Candidates must include a resume and a cover letter that describes how their qualifications and experience match the needs and mission of HSVT. Applications will be accepted until the position is filled.

Send required documents to: <https://eostransitions.applicantpool.com/jobs/>

This executive search is being conducted by Eos Transition Partners consultant Catherine Bradshaw. All submissions will be acknowledged and are confidential, and any questions must be submitted to Ms. Bradshaw at: cbradshaw@eostransitions.com.

HomeShare Vermont is an Equal Employment Opportunity and Affirmative Action Employer and will engage in an inclusive recruiting and hiring process. It considers all applicants for employment without regard to race, color, religion, sex, sexual orientation, national origin, age, disability, veteran status, or any other characteristic protected by state or federal law.