



**RUTH'S HOUSE**  
**FULL-TIME EXECUTIVE DIRECTOR JOB POSTING**  
**(40 hours/week)**

*About Ruth's House*

Ruth's House, a non-profit thrift store, was incorporated in Haverhill, MA as a 501c3 in 1992 by JGS. She found herself living in poverty with her young son; she founded Ruth's House to help others like herself who could not afford to properly clothe themselves or their growing children. Twenty-eight years later, Ruth's House continues to offer support to those in need – children, single mothers, veterans, and senior citizens from all over the Merrimack Valley.

Although initially founded to provide clothing to families in need, today, Ruth's House is multifaceted serving clients in multiple ways, such as a children's reading program, low-cost household goods, and job skills training.

*Our Mission:* With care and compassion, Ruth's House, Inc. provides clothing and employment training opportunities to individuals and families in need throughout the Greater Merrimack Valley.

*About the position*

Reporting to the Board of Directors, the Executive Director (ED) will have overall strategic and operational responsibility for Ruth House's staff, programs, fiscal objectives, and consistent achievement of its mission. The Executive Director sets the tone and establishes the culture of the organization, which emphasizes respect for our customers, clients, staff, community, and Board of Directors (BOD). The ED ensures that the services meet the needs of individuals and families we serve, as well as the community. This position requires the ED to work in-person.

**Leadership and Management**

- Promote an atmosphere of empathy and tolerance, devoid of judgment of client and customer life challenges.
- Collaborate with the Board of Directors to ensure the organization is working towards our mission, including attending monthly BOD meetings.
- Be responsible for day-to-day management of assets of the organization.
- Oversee and participate in the design, marketing, and delivery of successful programs to reflect our mission and strategic goals.
- The Executive Director will ensure the organization's work is responsive to the developments and trends in the thrift industry field.
- In conjunction with the Operations Manager, recruit, employ, and provide professional development to all staff.
  - Ensure staff job descriptions are developed, regular staff performance evaluations are held, and sound human resource practices are in place.

- Maintain a workplace culture that attracts, keeps, and motivates a diverse and highly-competent staff.
- Hire and directly supervise for all staff management positions..
- In collaboration with the BOD, develop and monitor a tactical plan to create a strategic plan, then implement and monitor.
- Establish and maintain sound working relationships and cooperative arrangements with key partners and stakeholders, community groups and organizations.
- Ensure the maintenance of official records and documents, and ensure compliance with federal, state and local regulations.

### **Fiscal Management and Growth**

- Regularly report to the Board on the organization's fiscal health and programmatic activities, and engage the Board in discussions that support informed decision-making.
- Develop and monitor annual operating budget and ensure accurate financial reports.
- Establish a fundraising target and implement a plan to meet set target.
- Develop individual giving campaigns, corporate sponsorships, and fundraising events.
- Set a yearly goal to attain grants and implement a plan to research, write, and report on grants.

### **Marketing and Communications**

- Serve as the primary spokesperson for Ruth's House, raising awareness of RH's work. The Executive Director will represent the programs and point of view of the organization to state and federal agencies, organizations, and the general public.
- Build a marketing campaign plan utilizing social media, website, and other platforms to raise visibility and increase revenue.
- Oversee the communication of RH's programs, activities, and accomplishments.

### **Qualifications**

All candidates should have proven leadership, coaching, and/or relationship management experience. Three (3) or more years of senior management experience.

Other qualifications include:

- Track record of effectively leading a performance and outcomes-based organization and staff, emphasizing quality programs and data driven evaluation.
- Strong budgeting and financial management experience
- Demonstrated ability to work effectively and develop mutually beneficial relationships with diverse groups of people.
- Experience with grant writing, grant management, and overseeing grant agreements.
- Past success working with a Board of Directors

- Strong public relations, marketing, and fundraising experience in a multicultural community
- Strong public speaking, written and verbal communication skills.
- Attention to detail and the ability to multitask.
- Experience using Microsoft Office Suite, databases, Quickbooks, Word, Constant Contact.
- Ability to meet physical requirements of the position, from sitting or standing at a desk for long periods to safely lifting 25 pounds.

**Strongly preferred qualifications:**

- Bilingual, especially ability to speak Spanish, Portuguese, and/or Haitian Creole.
- Experience with development and implementation of organizational strategic plans.
- Experience in the retail industry

*Compensation and Benefits:*

This is a full-time, salaried position with a starting annual salary between \$60,000 and \$72,000 based upon experience. A benefits package, including paid time off, is available.

*To Apply:*

All interested applicants please send a cover letter, outlining your interest and experience, and a resume to [boardofdirectors@ruthshouse.org](mailto:boardofdirectors@ruthshouse.org). Applications will be reviewed on a rolling basis. The position is open until filled.

Please note that finalist candidates will be asked to provide contact information for three (3) professional references and a writing sample (i.e. previous grant application, grant report, etc.)

*Background Check*

Candidates will be required to pass a CORI and SORI check as a condition of employment.

*Ruth's House is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation or identification, or any legally protected status.*