



LETTS CONSULT

LETTS CONSULT EXECUTIVE RECRUITMENT SEARCH EXECUTIVE DIRECTOR STOREFRONT FOR COMMUNITY DESIGN

LETTS CONSULT is conducting a search for the position of Executive Director for Storefront for Community Design (SFCD). This position is a full-time position located in Richmond, Virginia.

Storefront for Community Design is a nonprofit design center founded to bridge the gap and make design programs and resources accessible to all for the love of Richmond. Its mission is to inspire equitable community-driven design in the built environment through innovative programs and resources that engage the next generation of designers.

Since 2011, SFCD has convened over 370 low-cost design and planning assistance projects and over 20 design edification initiatives to community members, businesses, non-profit organizations, local governments, and neighborhoods, with an estimated value of donated services well over \$1,080,000.

Role Summary: The Executive Director is the key management leader and is responsible for supporting and sustaining fundraising initiatives and programming, overseeing programmatic decisions and development, and leading the staff for the successful day-to-day operations of the organization. The Executive Director will devote significant time being in the community and is expected to build solid relationships with staff, Board, Advisory Council, donors, designers, and community leaders.

Qualifications Required:

- Bachelor's degree
- Minimum 5 years management experience
- Strong organizational skills including planning, delegating, program development, budget management, and task facilitation
- Understanding of fiscal management, particularly with nonprofit finance
- Demonstrated ability to oversee, collaborate, and develop staff
- Experience with nonprofit management
- Demonstrated ability to collaborate with nonprofit, community, and local government partners



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- Strong demonstrated personal commitment to community design and social justice and equity in the built environment
- Ability to lead with trust, flexibility and adaptability

Additional Skills and Attributes:

- Background or interest in design, planning, architecture, or related fields preferred
- Passion and ability for developing and maintaining long-term relationships that will enhance goals of the organization
- Experience with community engagement a plus
- Knowledge of fundraising strategies and donor relations unique to nonprofit sector
- Skills at using leadership and delegation to collaborate with and motivate board members, volunteers and donor groups
- Experience collaborating with underserved communities and communities of color
- Ability to be flexible and open to organized chaos
- Working knowledge of Miro Board, Microsoft Office Suite, Adobe Creative Suite, Zoom conferencing and Google Workplace Suite is a plus
- Interest in other SFCD programming, design, and youth engagement is a plus

EEO/AA Statement

Storefront for Community Design provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Storefront for Community Design complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

**INTERESTED APPLICANTS SHOULD SEND RESUME AND COVER LETTER TO
gletts@letts-consult.com**