



POSITION	Executive Director
LOCATION	Hyattsville, MD (Metro Washington, DC Area); On-Site
SALARY	\$130,000 starting annual base salary (commensurate with experience)

ABOUT COMMUNITY FORKLIFT

Community Forklift is a nonprofit reuse warehouse where donated building materials, appliances, furniture, vintage materials, and architectural salvage are made available at low cost or for free. We are dedicated to uplifting the community through sustainability, creativity, and economic opportunity. We also offer public education about reuse, and we create green jobs.

We find new lives for used and surplus materials and have unlimited potential as a local leader in sustainability. Since 2005, we have:

- Recovered an estimated \$45 million of building materials in the DC metro region, keeping tons of materials from going to landfills or being burned in incinerators
- Supplied materials for 20,000 homeowners, small businesses, nonprofits, artisans, and historic restoration projects
- Provided over \$500,000 in free materials to neighbors in need and local nonprofits since 2011
- Partnered with hundreds of community organizations, housing nonprofits, schools, gardens, theatres, youth-based projects, faith-based groups, and volunteers
- Attracted green businesses to the area, much like an anchor store draws shops to a mall

ROLE OVERVIEW & DESIRED QUALITIES

The Executive Director has a critical and visible role requiring strong business and leadership acumen. Reporting to the Board of Directors, the Executive Director will be a collaborative partner in developing creative and effective strategies to further the mission of Community Forklift: to lift up local communities by making repairs affordable, reducing waste, promoting reuse, and creating green jobs.

The ideal candidate is a dynamic leader who can build and execute thoughtful and innovative strategies while ensuring operational excellence. The incoming leader is a visionary with a demonstrated commitment to the values of integrity and honesty, service, growth and learning, teamwork and collaboration, community building, and diversity, equity and inclusion. This role is accountable for:

- Strategic Development
- Advocacy & Fundraising
- Financial Leadership
- Operational Oversight
- Culture & Leadership Development
- Diversity and Inclusion
- Community Engagement
- Board Relations & Governance



The Executive Director will have exceptional interpersonal and people management skills, with the ability to build and retain a high-performing and cohesive team. A results-oriented motivator with the ability to build trust within the organization and community, the incoming leader is a consistent and empathetic communicator who excels and relationship building, is constantly innovating and has entrepreneurial instincts.

The successful candidate will have a bold vision for coordinating new strategic partnerships and business development, fundraising and diversifying revenue generating opportunities, powerful branding and effectively integrating the organization's communications and fund development efforts. The Executive Director must be able to guide and facilitate resource development within the local government and business ecosystem, increase access to capital, and produce other initiatives to enhance and sustain the organization's financial goals and longevity.

The Executive Director must also have a passion for Community Forklift's mission, vision, and work, and be a strong and active supporter of environmental awareness, green living, and sustainability. They must have professional and or lived experience creating and maintaining an organizational culture that attracts, motivates, and retains a diverse, talented staff. The Executive Director must have demonstrated capacity to work thoughtfully and effectively with members, stakeholders, staff, and populations with diverse experiences and identities.

CANDIDATE QUALIFICATIONS

The ideal candidate has a successful track record of developing a healthy organizational culture, change management, complex operations execution, and leadership development. Also essential to success in this role is demonstrated experience in strategic planning and execution, resource development and financial management. The position requires demonstrated entrepreneurial ability to develop strategic partnerships and alliances, and to coordinate shared interests of all parties, with excellent communication and problem-solving skills designed to meet the challenges of the organization. Candidates with a minimum of seven years of experience in roles focused on organizational growth and scalability, business and resource development, strategy, planning and related functions will be prioritized. Candidates with significant grassroots nonprofit or related experience in the mission and operational areas of Community Forklift are encouraged to apply.

NEXT STEPS

Community Forklift has exclusively retained Impact Search Advisors by Nonprofit HR to assist in the recruitment efforts for its next Executive Director. [For consideration, interested candidates should submit a complete application, resume, and cover letter.](#) Your cover letter must address your experience and qualifications as aligned with the needs of the organization, as well as your specific interest in Community Forklift. Interested individuals are encouraged to apply immediately. Applications submitted by or before November 11, 2022 will be prioritized.

Please visit: communityforklift.org for more information about the organization. To obtain further details about this opportunity, contact Danisha Martin, Team Leader & Senior Consultant, Search, at Impact Search Advisors by Nonprofit HR at DanishaM@nonprofithr.com.



Our Commitment to Diversity, Equity, Inclusion & Belonging

Nonprofit HR is committed to fostering and maintaining a work environment where diversity, equity, and inclusion (DEI) are fully integrated into everything we do for the benefit of our employees and the clients that we serve. To fully realize our goal, we prioritize our understanding of the complexities of DEI within our workforce to inform our approach to talent management. We believe that this guides how we do our work, advise our clients to operationalize DEI and position our content and educational opportunities help strengthen the talent management capacity of the social impact sector.

Continue reading our about our commitment at nonprofithr.com/deinow.

