



## **Boston Building Resources Seeks President and Executive Director**

### **About Boston Building Resources**

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[Boston Building Resources \(BBR\)](#) encompasses two related social enterprises located in Boston's Roxbury Crossing neighborhood, operating under a single brand, with the following mission statement:

*Boston Building Resources inspires, educates, and empowers homeowners to increase the efficiency and value of their homes. As a local social enterprise, we focus on affordable solutions that help all of our neighbors create stronger communities while benefiting the environment.*

BBR's consumer co-op (a not-for-profit store controlled by and operated for its members) was founded in 1978 under the name Boston Building Materials Co-op. The Co-op provides new materials for home improvement with a focus on kitchen cabinetry, windows, doors, energy-saving products, and green products. Anyone can join, and the public can also shop without joining. Being a co-op means that the business seeks mainly to benefit members.

The Reuse Center at Boston Building Resources is a project of the nonprofit Boston Building Materials Co-op Charitable and Educational Fund. The Reuse Center accepts donations of new and gently used building materials for resale and provides them at deep discounts to lower-income homeowners. Others may shop at The Reuse Center and pay higher prices, which helps to offset some of the operating costs. Fundraising from individuals, foundations, and corporations is needed to offset the balance of the operating costs.

Beyond buying products, customers can find expert advice, technical assistance, and hands-on workshops that teach home improvement skills. Finally, BBR is also focused on benefiting the environment. The organization is a source for energy-efficient, water-saving, and environmentally friendly items such as rain barrels, home compost bins, weather stripping, and materials made from recycled components. Further, needless waste is reduced when reusable materials are donated to the Reuse Center at BBR instead of being sent to landfills.

Headquartered on Terrace Street in Roxbury Crossing, BBR has a staff of eighteen, a \$2.8 million annual budget, and net assets of approximately \$3 million. BBR is overseen by a highly engaged twelve-member Board of Directors comprised of business and community leaders. For more than 29 years, BBR has been excellently led by Matthew St. Onge, who will retire from his position once a new leader is hired or by December 31, 2022.

### **Opportunity Going Forward**

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The President and Executive Director will have the opportunity to lead an authentic, respectful, customer-centered, and mission-driven organization, a national leader in the sustainable materials field, with a unique business model that blends a nonprofit and a for-profit enterprise. In addition to overseeing all BBR staff and operations, priorities for the President and Executive Director include:

- Navigating the transition from a long serving leader, ensuring that existing and strong relationships with members, customers, suppliers, donors, and partners are maintained.

- Exploring opportunities for growth in donations, product lines, ancillary services, and/or geographic reach.
- Improving BBR's messaging and marketing to enhance public awareness and grow and diversify its customer base.
- Positioning BBR as a leader in the environmental movement in Boston and beyond.
- Embarking on strategic planning to develop a vision and goals for the future of the organization.
- Exploring technological solutions to increase sales without straining the physical plant which is already at capacity.

### **Profile of the Ideal Candidate**

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The ideal candidate would bring about five years of leadership experience in retail and have a knowledge of building materials and construction. The candidate would have an entrepreneurial approach to leading and expanding a mission-driven non-profit and a Co-Op through a wide set of approaches (sales, partnerships, donations, and fundraising).

#### Passionate and Forward-Thinking Business Leader

- Strategic leadership skills and vision to see the big picture, remain alert to opportunities, and position BBR to capitalize on industry trends.
- Nonprofit, social enterprise experience with the ability to strike the proper balance between mission achievement and profitability.
- Business experience and financial acumen sufficient to run two organizations.

#### Strong Relationship Builder and Communicator

- Inspirational, empathetic, and approachable leadership skills to connect, build and sustain mutually supportive relationships with diverse staff, suppliers, donors, and customers

#### Inspirational and Flexible Multitasker

- Strong planning, time management, and organizational skills to adeptly manage a diverse set of duties, and a willingness to pitch in to get the job done.
- Demonstrated commitment to, and ability to actively promote, diversity, equity, and inclusion.
- Experience communicating with diverse groups within a multicultural workforce, customer base and suppliers. Ability to speak Spanish is a plus.

#### Engaged Leader of BBR's People

- Highly developed people management skills with understanding of human resource best practices such as onboarding, oversight, and professional development.
- Ability to delegate well, provide feedback and encouragement, and set the tone for a workplace culture that promotes and sustains loyalty and longevity.

#### Fundraiser and Marketer

- Marketing expertise to promote BBR's mission, retail operations, programs, and growth.
- Fundraising experience to diversify and grow philanthropic support of the Reuse Center and steward long-term and mutually beneficial relationships with donors is strongly desired.

### **Compensation and Benefits:**

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This is a full-time, salaried, exempt position with a starting salary range of \$125,000 to \$145,000 commensurate with experience and qualifications. BBR also offers a comprehensive and competitive benefits package.

## **Physical Demands**

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- Ability to occasionally lift up to 25 pounds preferred.

## **Additional Information and Application Process**

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BBR views diversity, inclusion, and cultural competence as vital guiding principles in all our work with clients and communities. We welcome and encourage applications from minority group members, Indigenous persons, members of the LGBTQ community, persons with disabilities and others who may contribute to the diversity of the organization and reflect the communities we serve.

This executive search is being conducted by Eos Transition Partners consultant, John Tarvin. The candidate must submit a resume and cover letter that describe qualifications and experience that match the needs and mission of BBR. Applications will be accepted until the position is filled. All submissions will be acknowledged and are confidential. Upload required documents to: <https://eostransitions.applicantpool.com/jobs/>. Any questions can be submitted to John at: [jtarkin@eostransitions.com](mailto:jtarkin@eostransitions.com).