Executive Director

Haus of Codec | Providence, Rhode Island

Employment type: Full-time, hybrid position; based in Providence, with some evening and weekend events expected

Compensation: $95,000–$110,000, commensurate with experience

Reports to: Board of Directors

Anticipated Search Timeline

- Application deadline: January 8, 2027
- January 2027: Phone screenings
- February 2027: First-round interviews
- March 2027: Second and final round interviews
- Anticipated start date: Late March to early April 2027

About Haus of Codec

Haus of Codec is dedicated to supporting LGBTQIA+ young people and fostering a community grounded in safety, dignity, inclusion, and creative expression. We are committed to ending transition-age homelessness in our Rhode Island communities.

What We're Looking For

We are seeking a leader whose values align with ours and who will strengthen the culture we are building together. The ideal Executive Director:

Leads with our mission.
Keeps the safety, stability, and well-being of our young people at the center of every decision, from budgets to partnerships to programs.

Centers young people's voices.
Believes the people we serve are experts in their own lives and makes sure their perspectives shape how we work.

Practices trauma-informed leadership.
Understands how trauma, including the trauma of homelessness, rejection, and discrimination, shapes the lives of the young people we serve. Brings trauma-informed approaches to programs, supervision, and organizational culture, so that staff and young people experience safety, choice, and trust.

Builds trust through transparency.
Communicates openly with staff, the board, funders, and the community; shares information; and owns mistakes.

Supports and develops staff.
Sets clear expectations while investing in people's growth, well-being, and sustainability, and understands the emotional demands of this work.

Practices equity in action.
Recognizes how racism, transphobia, poverty, and other systems shape homelessness, and works to make our policies, hiring, and practices fair and affirming.

Collaborates rather than commands.
Works in real partnership with the board, staff, volunteers, and community partners, and seeks out different viewpoints before making decisions.

Brings steadiness and accountability.
Builds the systems, financial discipline, and follow-through a growing organization needs, and stays grounded through change.

Values community.
Understands that community is at the heart of our work. Young people find safety, belonging, and chosen family here, and that sense of community is part of how we help them build stable, self-determined lives.

About the Role

Haus of Codec seeks an Executive Director with strong fundraising skills, demonstrated leadership experience, and an unequivocal commitment to our mission to end transition-age homelessness.

Working in partnership with the Board of Directors, the Executive Director will lead fundraising, oversee day-to-day operations, support staff and volunteers, and strengthen community relationships. The successful candidate will bring the organizational discipline and relationship-building skills needed to sustain our work and expand its impact.

Key Responsibilities

Fundraising and Development

- Develop and execute a fundraising strategy with clear revenue goals.
- Cultivate, solicit, and steward relationships with individual donors, corporate sponsors, foundations, and other funding partners.
- Oversee grant proposals, fundraising campaigns, and donor communications.
- Build diverse, sustainable funding sources and report progress to the Board of Directors.

Leadership and Operations

- Lead, support, and supervise staff and volunteers, establishing clear expectations and accountability.
- Oversee daily operations and program delivery, ensuring alignment with the organization's mission and priorities.
- Develop and manage the organizational budget in partnership with the board.

- Maintain sound financial practices, organizational policies, and compliance with applicable requirements.
- Foster an inclusive workplace that supports collaboration, professional growth, and respectful communication.

Strategy and Board Partnership

- Partner with the board to establish strategic priorities and translate them into actionable plans.
- Provide timely information on finances, fundraising, programs, and organizational needs.
- Support effective governance and engage board members in fundraising and community outreach.

Community Engagement

- Represent Haus of Codec with donors, community partners, public agencies, and the broader public.
- Strengthen relationships with LGBTQIA+ communities, service providers, and arts and cultural organizations.
- Ensure the perspectives and needs of the young people we serve inform organizational decisions.
- Support creative expression as a source of connection, advocacy, and community building.

Minimum Qualifications

- A minimum of five years of demonstrated fundraising and resource development experience, with a track record of securing support through individual giving, grants, corporate sponsorships, institutional partnerships, and/or fundraising campaigns.
- A minimum of five years of demonstrated leadership experience, including supervising staff and/or volunteers, setting priorities, and maintaining accountability for results. Leadership and fundraising experience may have been gained concurrently in the same role.
- Experience managing budgets, coordinating operations, and/or overseeing programs.
- Strong written and verbal communication skills and the ability to build productive relationships with people from varied backgrounds.
- Unequivocal commitment to LGBTQIA+ inclusion, dignity, safety, and self-determination, reflected in professional conduct and leadership. This commitment is an essential, nonnegotiable requirement of the role. Candidates of all identities and backgrounds are welcome; identifying as part of the LGBTQIA+ community is not required.

Preferred Qualifications

- Bachelor’s degree in nonprofit management, business or public administration, communications, social work, psychology, human services, or a related field; or an equivalent combination of relevant professional experience, training, and education.

- Seven or more years of progressive fundraising or development experience, including responsibility for fundraising strategy and revenue goals.
- Experience cultivating and retaining donors, securing major gifts and/or grants, and developing long-term funding relationships.
- Leadership experience in a nonprofit, community-based organization, and/or social service setting.
- Experience partnering with a board of directors on strategic planning, financial oversight, and organizational sustainability.
- Established ties to the arts and creative community and/or experience working with artists, arts organizations, cultural institutions, or community-based creative initiatives. Candidates need not be practicing artists.

Candidates do not need to meet every preferred qualification to be considered. Relevant paid, volunteer, and community leadership experience will be considered when it demonstrates the required skills.

Benefits

- Employer-paid medical insurance for the employee, with employee-paid options for additional family members
- Low-cost dental and vision insurance
- Health Reimbursement Arrangement (HRA)
- Employer-paid life insurance
- Employee Assistance Program (EAP)
- Hybrid work schedule and flexible work arrangements
- Generous paid time off: 24 vacation days (accrued biweekly), 11 paid holidays, and 14 sick days

How to Apply

Please submit a résumé and a brief cover letter describing your interest in Haus of Codec, your leadership experience, and examples of your fundraising results to **EDsearch@hausofcodec.org**. The search is led by Christopher Lopes, Co-Chair of the Haus of Codec Board of Directors.

Haus of Codec is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, creed, sex, sexual orientation, gender identity or expression, national origin, ancestry, age, disability, genetic information, pregnancy, marital status, military or veteran status, or any other characteristic protected by federal, state, or local law. Black, Indigenous, and people of color; LGBTQIA+ people; people with disabilities; and people with lived experience of homelessness are strongly encouraged to apply.

Haus of Codec is committed to an accessible hiring process. If you need a reasonable accommodation to apply or interview, please contact **EDsearch@hausofcodec.org**.