



Position Title: Executive Director
Reports To: Board President
Position Classification: Full-time, Exempt

HatchSpace is an entrepreneurial nonprofit that is moving rapidly through a period of transition. Founded in 2019 and now entering its third year of operation at nearly full capacity, the organization seeks a highly energetic executive to lead us through our next phase of growth. In early 2024 our current executive director will transition into a new role within the company and the board of directors seeks to fill the position with their successor.

ABOUT

HatchSpace is a shared space for woodworking. We are an 8,000 SF community workshop where we spark and nurture creative expression and lifelong learning within a supportive community environment. We foster the conditions for exploration, independent work, and group collaboration necessary for anyone to build beautiful things with wood. Our impacts include personal development, livelihood support, and community well-being.

Our mission as a not-for-profit community workshop is to promote the value and practice of craft by providing the instruction, tools and space to support a community of woodworkers. We celebrate and advance the learning, practice and cultural varieties of woodworking and strive to provide anyone with access to the tools and training necessary to develop creative confidence and build the things they love. This includes preparing them for careers in the trades and crafts.

Over the next five years HatchSpace will undertake an organization transformation process to grow from a community workshop into a regional economic development engine. We will achieve this by creating a forest economy value chain that includes a workforce development initiative, a furniture design and fabrication incubator, and the growth of regional and national furniture sales.

POSITION SUMMARY

The executive director provides strategic leadership and enterprise-wide management in accordance with the mission and strategic goals established by HatchSpace's board of

directors. The executive director works closely with the founders, board, staff, volunteers, members, and donors to ensure HatchSpace's growth and long-term success.

RESPONSIBILITIES

The position of Executive Director at HatchSpace holds essential duties around community leadership, financial performance, and administrative oversight and include:

Strategic Leadership (20 percent of time)

- Work with the HatchSpace board of directors in the development, implementation, and assessment of the organization's strategic plan;
- Identify new partnership opportunities that enable the organization to fulfill its mission while working in collaboration with key allies;
- On an annual basis translate HatchSpace's strategic plan into business and operating plans that deliver our mission impact in our community including an annual budget;
- Work with senior staff to translate the organization's business and operating plans into staff-level work plans; monitor progress and goal attainment over time;
- Maintain key metrics to periodically capture the status of the organization's program, operational, and financial performance.

Workplace Culture (20 percent of time)

- Support senior personnel in the development of consistent, motivating, and scalable human resources management practices;
- Foster a culture of transparent and timely communication that builds trust throughout the organization;
- Develop programs that encourage the professional development and personal growth of staff members;
- Create ways to celebrate and amplify a culture of creativity and collaboration in everything that the organization does.

Fundraising and Development (20 percent of time)

- Create and implement a plan to raise 50% of the organization's annual operating budget through individual giving, grants, and major donor gifts;
- Keep the board informed of fundraising progress; engage and motivate the board in the implementation of board fundraising efforts;
- Continuously identify and cultivate new funding opportunities including local, state and federal grants consistent with HatchSpace's strategic plan and key priorities;
- Develop and implement program monitoring and evaluation activities to ensure compliance as well as timely and effective reporting;

- Maintain regular and personalized communication with individual donors to educate them about their impact and motivate their sustained giving.

Financial Performance (10 percent of time)

- Work with staff and the board's Finance Committee to prepare an annual budget that includes earned and unearned income targets and expense;
- Monitor monthly cash flows to ensure that the organization's expenses are sustainable, make adjustments as needed, and report status regularly to the board;
- Ensure that the organization's financial monitoring and reporting systems reflect best practices in nonprofit bookkeeping and accounting;
- Ensure that the organization's taxes, insurance policies, and annual report are filed or renewed on time and the organization remains in good standing;
- Work with staff and the board to periodically review and update the organization's fee structures including classes, membership, services, and products.

Marketing and Outreach (10 percent of time)

- Develop an annual marketing plan that includes digital and social media, local media outlets, joint promotions, and brick-and-mortar efforts;
- Promote HatchSpace services, classes, and special events by acting as the organization's most visible and vocal salesperson;
- Routinely assess the landscape of competition for what we do and develop intentional strategies and activities to differentiate ourselves in the market;
- Ensure that HatchSpace's online presence including our website, Google listing, and social media presence are up to date, easy to use, and visible to the public;

Administrative Oversight (20 percent of time)

- Recruit, manage, and retain talent needed to implement programs and activities that deliver on the HatchSpace mission;
- Monitor HatchSpace's day-to-day operations and ensure that systems are well-organized, efficient, and responsive to the needs of staff and community;
- Maintain our member management platform, retail sales, financial back-end, and donor management;
- Work with senior staff to ensure that protocols and paperwork for all internal businesses processes are being used effectively;
- Maintain accurate and up-to-date business records including membership agreements, onboarding documents, course enrollment, staff, and contractors ;
- Refine and implement guidelines and policies including the personnel manual and performance evaluation, key board documents, and financial procedures.

KEY COMPETENCIES

- Entrepreneurial problem solver who can think big while driving for quarterly results
- Solid systems thinker with an instinct and an eye for operational process and detail
- Multi-tasker able to effectively prioritize competing demands and adapt to change
- Risk tolerant while able to recognize and adhere to best practices
- Great manager able to draw out the best from staff while holding them accountable
- Commitment to diversity, equity, and inclusion; work well across differences
- Highly visible leader with the ability to convene groups in dynamic social settings

QUALIFICATIONS

- Track-record growing the revenues of a business, social enterprise, or nonprofit
- Executive leadership experience
- Public communications expertise Demonstrated fundraising success including grant writing and individual donor work
- Program design and development track record, especially lifelong learning programs
- Management experience in a fabrication environment, preferably woodworking
- Experience within a members services organization

WORK CONDITIONS

HatchSpace is a community workshop; it can be busy, noisy, dusty, and full of minute by minute distractions. The Executive Director will work indoors and must be able to move seamlessly between professional meetings and the shop floor. Daily attire is casual; closed toed shoes are a requirement along with appropriate personal protective equipment (PPE). The work requires an ability to sit or stand for long periods of time and use a laptop computer for a range of tasks. The Executive Director may be required to lift and move heavy objects (> 20lbs) from time to time.

COMPENSATION

Salary range \$95,000 - \$110,000 commensurate with experience. Health care stipend, AD&D benefit.

START DATE

April 1, 2024

HOW TO APPLY

Interested candidates should email a current resume, together with a cover letter to our search committee at search@hatchspace.org. Deadline for applications is February 15,

January 5, 2024

2024. For more information about HatchSpace, visit www.hatchspace.org.

HatchSpace is an Equal Opportunity Employer where diversity is seen as a strength. We encourage applications from those who agree and from those who have been historically excluded from the woodworking profession. If you're interested and believe you could be a strong candidate, please apply!