



PROJECT HOME AGAIN
turning houses into homes

Boyden Executive Search Contact

Wendy Wilsker | 781.572.5703 | wwilsker@boyden.com

Beth Parsons | 617.592.0473 | bparsons@boyden.com

About Project Home Again

For over 20 years, Project Home Again (PHA) has been a trusted nonprofit providing low-income families with essential household goods to help them create safe, comfortable, and functional homes. PHA is currently seeking a dynamic, mission-driven, compassionate, and strategic Executive Director (ED) to guide PHA into its next era of impact and innovation.

Position Summary

Reporting to the Board of Directors, the ED will be a visionary leader with a deep commitment to supporting the basic needs of low-income families in the Merrimack Valley. The ED will manage all areas of finance, fundraising, marketing and communications, board relations, community partnerships and external relations, and will be the external face and voice of PHA. The ED will manage the Director of Operations (DOO), who oversees all day-to-day logistics, inventory management, and volunteer supervision.

Key Responsibilities

Leadership & Strategy

- Lead the organization with vision, integrity, and empathy.
- Drive the execution of the strategic plan and ensure progress toward both short- and long-term goals, in partnership with the Board and DOO.
- Supervise and support the DOO.
- Gather and implement client feedback in collaboration with the DOO.
- Foster a positive, inclusive, and mission-driven organizational culture.

Board Engagement

- Serve as the key liaison between staff and the Board of Directors.
- Communicate regularly with the board on operations, finances, grant activity, donor cultivation, and strategic progress.
- Partner with board chairs to set meeting agendas, prepare materials, and deliver “mission moments.”
- Collaborate with the board on governance, strategic planning, and member recruitment.

Fundraising & Development

- Lead all donor cultivation and fundraising efforts.
- Build strong relationships with individual donors, grantors, and corporate partners.
- Manage the grant writing consultant and create and execute an annual fundraising plan.
- Develop and execute fundraising strategies in collaboration with the Board, where appropriate.
- Ensure accurate reporting and evaluation for grants and funders.

Financial Oversight

- Develop and manage the annual budget in collaboration with the Treasurer and the DOO.
- Monitor expenses, ensure fiscal responsibility, and maintain transparent financial practices.
- Ensure compliance with all private and public funders.

External Relations & Advocacy

- Serve as the face of PHA in the community and nonprofit sector.
 - Regularly attend community events and networking activities (some activities may require evening or weekend commitments).
- Engage with Philanthropy MA and the larger non-profit philanthropic community, peer leaders, and local coalitions.
- Drive brand awareness through community partnerships and advocacy.
- Steward existing partners and build relationships with social workers, healthcare providers and referral sources.
- Oversee PHA's social media and marketing strategy, maintaining and improving the current level of engagement.

Qualifications

- Associate or Bachelor's Degree required.
- A minimum of five years' experience as a leader/manager or volunteer in the nonprofit sector.
- Experience working with volunteers and creating meaningful and impactful volunteer experiences.
- Fundraising acumen, with a track record of donor engagement and grant success.
- Comfort with budgeting, reporting, and compliance.
- Strategic, big-picture thinker who can balance both short- and long-term planning and execution on goals.
- Passionate about social impact with a hands-on, roll-up-your-sleeves approach.
- Strong communication and relationship-building skills.
- Leads with kindness, compassion, warmth and empathy.
- Tech-savvy with a growth mindset and a creative flair for marketing.
- Bilingual Spanish/English speaker preferred.

Compensation & Benefits

- Salary range of \$100,000 – 105,000.
- Customized employee benefits.
- Flexible work environment.
- PTO and professional development support.

Boyden Contacts

Wendy Wilsker, Partner
wwilsker@boyden.com
M +1 781.572.5703



Beth Parsons, Principal
bparsons@boyden.com
M +1 617.592.0473

About Boyden

Established in 1946, Boyden pioneered the first organized approach to executive search. Boyden has a network of more than 350 professionals in over 75 offices in 45 countries. Worldwide, the Boyden culture is based on professionalism, integrity, high personal partner involvement and a commitment to exceed client expectations.

This document contains confidential and/or legally privileged information. Any disclosure, reproduction, or distribution without the consent of Boyden is strictly prohibited.