



Position: Executive Director

Location: Minnesota-Twin Cities (This position will be hybrid and requires a reliable means of transportation)

Reports To: Board of Directors

Employment Type: Full-Time, Exempt

Salary Range: \$65,000-\$80,000 annually

About Bridge to Basics

Bridge to Basics was founded two years ago to close the hygiene gap in our community. We are proud to be the first and only hygiene bank in Minnesota, addressing a widespread yet largely invisible gap across both our community and local nonprofit ecosystem. We believe access to hygiene is not a luxury — it's a fundamental right and a foundation for health, dignity, education, and opportunity. Rather than duplicating efforts already underway in our community, we work through and alongside a growing network of nonprofit partners to get essential hygiene products and resources to the people who need them most.

We're a "young", lean organization that has proven the need for our work and built an early foundation that is ready for a leader to take the working board and volunteer- led efforts to the next stage. This is a hands-on, builder-friendly environment where new ideas are welcomed and everyone, including leadership, pitches in wherever needed.

Our work is guided by five core values:

- We Partner — We prioritize collaboration with nonprofits to maximize impact and avoid duplication of efforts.
- We Listen — We listen to our nonprofit partners to understand their needs and those they serve in ways that are right and meaningful to them.
- We Act — We move quickly to meet the need.
- We Try — We innovate to find solutions to problems that come up.
- We Empower — We believe access to hygiene is a fundamental right and key to unlocking individual and community potential.

Learn more at <https://bridgetobasics.org/>

Position Summary

Bridge to Basics is seeking a mission-driven, hands-on Executive Director to help lead our organization through its next phase of growth. Now two years into our journey, we're looking for a builder — someone energized by establishing infrastructure, partnerships, and funding relationships, rather than managing systems already in place.



This is an ideal opportunity for an entrepreneurial leader who is comfortable wearing many hats, working with limited resources, and helping a small organization grow into a more established one. The Executive Director will work in close partnership with a hands-on Board of Directors to shape and execute the organization's direction while staying grounded in the day-to-day realities of a small, growing team.

Key Responsibilities

Strategic Leadership & Vision

- Partner with the Board of Directors to build out, refine, and execute a strategic plan that advances Bridge to Basics' mission as the organization matures.
- Identify emerging needs and opportunities in the hygiene insecurity space, and help shape how a young organization prioritizes and responds to them.
- Champion a culture of innovation and experimentation, encouraging the team to test new solutions and adapt quickly as the organization learns what works.
- Responsible for cross-functional coordination and maintaining strong relations across a small, closely-connected staff and leadership team.

Fundraising & Development

- Expand upon early-stage fundraising efforts, helping to grow our base of individual donors, corporate partnerships, grants, and small-scale events.
- Cultivate relationships with the organization's initial donors and identify new funding opportunities appropriate to our current size with an eye toward future stage
- Help build the foundational fundraising infrastructure — systems, processes, and relationships — to efficiently support and grow a more diversified funding base over time.

Partnership & Community Engagement

- Build and strengthen relationships with nonprofit partners, ensuring Bridge to Basics' efforts complement — rather than duplicate — existing community resources.
- Establish regular, meaningful listening mechanisms with partner organizations to understand evolving needs.
- Represent Bridge to Basics externally with partners, donors, community leaders, and media to grow the organization's profile and credibility as a young, emerging nonprofit.

Advocacy

- Serve as a public voice for hygiene insecurity issues, helping build awareness among policymakers, community leaders, and the general public.
- Begin building relationships with local and regional officials to lay the groundwork for future policy advocacy around hygiene access.



- Represent Bridge to Basics' mission at coalitions, task forces, and public forums focused on basic needs and poverty alleviation, helping establish the organization's presence in these spaces.

Operations & Financial Management

- Responsible for day-to-day operations of the organization, including staffing, facilities, vendor relationships, and general administration — often hands-on, given the size of the current team.
- Oversee and refine —as needed— operational systems and processes for product sourcing, inventory, and distribution. Build foundational systems and processes that allow the organization to act quickly today, while laying the groundwork for future scale.
- Develop and manage the annual budget in partnership with the Board of Directors, ensuring fiscal responsibility and transparency with limited resources.

Team Leadership & Culture

- Recruit, develop, and grow a small but capable staff and volunteer base aligned with Bridge to Basics' values as the organization scales.
- Foster an organizational culture rooted in collaboration, responsiveness, empathy, and continuous improvement — one that reflects the energy of a growing organization.
- Provide clear direction, mentorship, and support to a small, close-knit team, ensuring accountability and professional growth.

Board Relations & Governance

- Work closely and collaboratively with a hands-on Board of Directors, providing timely information, reports, and recommendations to support informed decision-making.
- Support Board development, recruitment, and engagement as the organization and its governance needs evolve.
- Ensure compliance with all legal, regulatory, and ethical standards governing nonprofit operations.

Qualifications

- Proven leadership experience in the nonprofit sector, social services, public health, or a related field; experience in an early-stage nonprofit, startup, or entrepreneurial setting is a strong plus.
- A track record with fundraising and donor cultivation; comfort building fundraising relationships and processes from the ground up, rather than managing an established program.
- Proven ability to build relationships and partnerships, even where formal structures don't yet exist.



- Solid financial acumen, including budgeting, with an understanding of nonprofit financial management fundamentals.
- Excellent communication and public speaking skills, with the ability to represent the organization to a wide range of audiences.
- A demonstrated bias toward action and comfort with ambiguity — someone energized by building processes and systems.
- Willingness to be hands-on across many functions, given the size of the current team.
- Experience working with or leading community-based, direct-service, or hygiene/basic-needs-focused organizations is a plus.
- Bachelor's degree preferred, or equivalent experience.
- Passion for Bridge to Basics' mission and genuine alignment with its values of partnership, listening, action, innovation, and empowerment.

What Success Looks Like

- Bridge to Basics has established trust-based relationships with a growing set of nonprofit partners who see us as responsive and collaborative.
- The organization has built the foundational systems, processes, and donor relationships needed to support sustainable growth.
- Programs and operations run smoothly for our current size, with a clear, realistic path toward greater scale.
- Staff and the Board of Directors feel supported, engaged, and aligned around a shared vision — one that continues to evolve as the organization grows.

Benefits

- Unlimited PTO
- Comprehensive health benefits account
- Dedicated workspace, including access to conference rooms, lunch room
- Hybrid work environment
- Laptop computer

To Apply

Please submit a resume and cover letter describing your interest in and qualifications for this role to hire@bridgetobasics.org. Applications will be reviewed on a rolling basis until the position is filled.

Bridge to Basics is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.