



Job Description: Executive Director (Contract, Part-Time Flexible Schedule)

Organization: Laundry Love Fort Worth

Location: Fort Worth, TX

Compensation: \$35-\$45 per hour, commensurate with experience

Reports to: Founder / Board of Directors

About Laundry Love Fort Worth

Laundry Love Fort Worth was founded in 2015 to restore dignity, respect, and self-esteem to our neighbors in need—one load of laundry at a time. We provide free laundry assistance to families experiencing poverty, with no access to washers and dryers, who are forced to make choices between food on the table or clean clothes. Laundry Love Fort Worth becomes family to over 150 families per month. In the last three years, our budget has grown from \$53,000 to over \$100,000, reflecting the increasing demand and deep community support for our mission.

Position Overview

We are seeking a compassionate and strategic Executive Director to lead our growing nonprofit. This part-time (contract) role is ideal for a nonprofit professional who thrives in grassroots environments, understands the power of fundraising through storytelling, and is passionate about restoring dignity through practical support. This could be a fit for someone ready for next career step, new graduate, parent with school-aged children, or retired, looking for a meaningful side hustle or part time job.

Key Responsibilities

Leadership & Management

- Provide visionary leadership and day-to-day oversight of programs, staff, volunteers, and operations
- Collaborate with the Founder and Board of Directors to ensure mission alignment and organizational growth
- Cultivate a culture of empathy, accountability, and service

Fundraising & Communications

- Develop and execute fundraising strategies, including donor cultivation, grant writing, and campaign management
- Develop marketing and communications to increase visibility and engagement

- Represent Laundry Love Fort Worth in community partnerships and public events

Planning & Administration

- Manage budgets, reporting, and compliance
- Support strategic planning and program evaluation, utilizing standard quality assurance methods
- Implement systems to streamline operations and improve service delivery

Minimum Qualifications

- Experience in nonprofit leadership and fundraising
- Bachelor's degree or equivalent experience in a related field
- Strong belief in the mission of Laundry Love Fort Worth
- Ability to communicate effectively with people from all walks of life
- Availability for some Saturdays and evenings
- Marketing and outreach skills

Preferred Qualifications

- Leadership and board relations experience
- Strong organizational and time management skills
- Grant writing expertise
- Networking and community engagement abilities
- Strategic planning experience

Interested candidates should submit a cover letter and resume to Julia Summers at jsummers@laundrylovefortworth.com for consideration.