

Sample: Interim Executive Director Job Announcement
(representative of a small, social change group with limited senior staff)

Title: Interim Executive Director

Date:

Reports to: President, <Name of Organization>

Position Type: A six month contract with extensions in 30-day increments up to one year; salaried, full-time (exempt), 40 hours/week position. Position is based in <location>.

Purpose: The Interim Executive Director (IED) is the temporary chief executive officer of <the organization> during the transitional period between the departure of the founding executive director and a permanent replacement. The IED is responsible for the organization's achievement of its vision and mission and financial objectives. The primary goal of the interim director is to put the organization in an ideal condition to attract an excellent permanent ED. Responsibilities include: managing the organization, including overseeing staff and the organization's finances; maintaining core activities including grassroots community organizing; sustaining ongoing fundraising activities including grant writing and individual donor solicitation; maintaining the public presence of the organization including relationships with media, support base, coalitions and other partners, etc. The IED works in conjunction with a transition team comprised of board and member representatives and with the outgoing ED.

<Insert organization mission and brief program description>

Duties/Responsibilities: Include the following; other duties may be assigned.

Basic functions:

- In close collaboration with the board of directors and transition team, the IED oversees planning, management, finances and fundraising, human resources, advocacy and organizing campaigns and communications for the organization in preparation for hiring a permanent executive director.

Leadership and Vision

- Promotes a positive transition from outgoing founding ED to future ED.
- Assists the board in evaluating leadership and organizational structure at all levels of the organization and managing needed changes.
- Provides leadership in areas of program, organizational development, financial management and communications; and carry out plans and policies authorized by the Board and membership.
- Maintains a working knowledge of significant developments and trends in the field.
- Promotes active and broad leadership by members and the participation of volunteers in all areas of organization's activities.

Fundraising and Financial Stability

- Maintains and builds the organization's financial health.
- Reviews, maintains and improves organizational financial practices, as needed.
- Ensures that adequate funds are available to permit the organization to carry out its work.

- Works with the finance committee and the board to monitor and update annual budgets and ensure that the organization works within the budgetary guidelines.
- In concert with the Board, reviews and updates annual fundraising plans and oversee all fundraising activities.
- Oversee foundation grant development and management and communications with funders.

Membership Leadership & Community Organizing

- Facilitates the involvement of member leadership in the transition process and the transition team.
- Engage members in a process of political and strategic analysis and ensure that their analysis and leadership is integral to the organization's direction.
- Encourages membership development and education.
- Facilitates productive collaborative relationships between members, staff and board.
- Ensures that the values and practices of community organizing, building power and movement building are integrated into all facets of the organization.

Staff Management

- Analyzes leadership and human resource allocation and management, and propose effective strategies that enable advancement of the organization's mission and vision and promote the wellbeing of members, staff, board and supporters.
- Oversees recruitment, employment, and release of all personnel, both paid staff and volunteers.
- Ensures adherence to sound human resource practices, including maintenance of correct job descriptions, clear communication of performance goals, and provision of timely reviews.
- Maintains a climate that attracts, keeps and motivates a top quality staff.
- Creates an atmosphere of trust and openness and a set of processes and procedures that will allow all staff to engage in the succession process.
- Encourages staff development and education.

Board of Directors Support & Development

- Works closely with the Board to understand, develop and carry out <organization's> strategic vision.
- Keeps Board members fully informed on the condition of the organization and all important influencing factors.
- With the board president, works to effectively utilize the talents and abilities of current members.
- With the board president, identify and engage new Board members in <organization's> mission.
- Jointly, with the president and secretary of the board of directors, conducts official correspondence of the organization, and jointly, with designated officers, executes legal documents.

Communications Oversight

- Ensures consistent organizational presence and leadership in social network sites, the website, and other communications with supporters.
- Ensures consistent and clear organizational communications with traditional and non-traditional media outlets that represent the organization's point of view.
- Maintains collaborative and cooperative relationships with regional, state-wide and local coalitions, agencies and other partners.

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Qualifications:

- Master's level degree in a related field and/or minimum 5 years successful experience in non-profit management
- Minimum of two years experience in transitional management.
- Demonstrated success in grant writing, fundraising and fiscal oversight of budgets in excess of \$400,000
- Minimum of two years experience in transitional management.
- Bilingual (Spanish/English)
- Leadership skills, creative thinking, conflict management and demonstrated follow-through ability
- Proven ability to foster organizational relationships across cultural boundaries
- Demonstrated interest in social justice issues
- Strong experience in community organizing, grassroots campaigns and policy advocacy
- Ability to foster participatory decision making and team building
- Demonstrated sensitivity to issues of social difference
- Familiarity with and commitment to organizing in low-income communities for human rights and human dignity.

Supervision: The Interim Executive Director is directly responsible to the President of the Board of Directors.

Salary and Term of Agreement: Salary range: ____ annualized plus benefits. Initial contract would be for 6 months with possible extensions in 30-day increments.

Applicants submit a cover letter, resume and three professional references to: <insert email address>.