

Alisa's Angels Foundation

Interim Executive Director Position Description

Overview: The Interim Executive Director will lead the organization through the transition from an all-volunteer organization to a professionally staffed one, with a fulltime executive director. This includes assessing and taking steps to ensure organizational readiness for a fulltime hire; working with the Board of Directors to develop a position description for a fulltime executive director; creating and implementing a fund development and donor care strategy; and overseeing the administration of the organization and its programs. The position reports to the Board of Directors.

The Interim Executive Director will work independently, without daily oversight. The individual must be a self-starter, with the experience needed to define the tasks required to prepare Alisa's Angels to hire an executive director.

RESPONSIBILITIES:

1. **Organization Mission and Strategy:** Work with the Board to ensure the organization has the processes and policies needed to proceed with a fulltime executive director and carry out the organization's mission in the future.
 - Establish employment and administrative policies and procedures for all functions and for the day-to-day operations.
 - Review and approve contracts for services.
 - Coordinate committee meetings and provide support as needed.
 - Oversee Board and committee meetings.
2. **Donor Development:** Develop resources sufficient to ensure the financial health of the organization and to achieve board-approved fundraising targets.
 - Create a donor development plan.
 - Implement donor development plan to ensure sustained financial viability.
3. **Finances:** Manage operations within the approved budget, and report any budget or financial issues to the Board.
4. **Organization Operations:** Manage all aspects of the operations.
 - Sign all notes, agreements, and other instruments made and entered into and on behalf of the organization.
5. **Communications and community partnerships:**
 - Oversee marketing and other communications efforts.
 - Assist the board in developing a communications strategy, including identifying organizations with which Alisa's Angels should develop or strengthen relationships.
6. **Fulltime Executive Director:** Assist in the search and hiring of a full-time Executive Director.
7. **Board of Director Support:** Advise and guide the Board, as required, to achieve the responsibilities listed above.

DURATION: The interim executive director position is anticipated to be a 6-7 month commitment.

PROFESSIONAL QUALIFICATIONS:

Experience: Minimum of five years' experience leading a non-profit organization of similar size or larger. Prior experience as an interim executive director preferred.

Education: Bachelor's Degree in Business, Management, Public Administration, Social Work or equivalent combination of education and experience.

Communication: Ability to communicate clearly and concisely in oral, written, and presentation communications.

Home Office: Ability to work from a home office or other remote site.

Technology and Social Media: Understand the role of the various social media platforms in communications and marketing strategies; be active in social media. Understand and be comfortable with Cloud-based platforms and collaborative tools. Practice and advocate effective cybersecurity.

Salary Range: \$45,000 - \$65,000 annually, depending on qualifications.

Application info: Resumes and cover letters should be emailed to contactus@alisasangels.org