

Core Competencies for Interim Executive Director Candidates

BREADTH OF ORGANIZATIONAL MANAGEMENT EXPERIENCE

Previous long-term successful experience as an Executive Director

- *Minimum 10 years' experience in nonprofit management*
- *Minimum 5 years' experience as an Executive Director*
- Budgeting /financial assessment, fund raising, and management
- Knowledge of nonprofit reporting requirements and other relevant legal issues
- Strong communication and presentation skills
- Technological competence
- Direct work with boards of directors

GOVERNANCE, LEADERSHIP AND STRATEGIC RELATIONSHIPS

Quickly establishing rapport, building trust with board, staff, funders and other stakeholders

- Establish and maintain parameters of assignment with the board
- Focus the board on its role and responsibilities, help clarify direction
- Give organization the space, time and structure it needs to choose new leadership wisely
- Apply broad range of skills to bring stability to potentially stressful situation
- Foster a team environment
- Lead, nurture and energize staff leaders
- Communicate with clarity, caring, and candor

CHANGE MANAGEMENT

Coping with uncertainty and change: "Rides the waves of chaos"

- Steady, unifying presence in time of transition
- Comfortable with managing in an emotionally charged environment
- Turn potential for crisis into opportunity for positive change, renewal, and orderly transition of leadership
- Assist board and staff in focusing on positive organizational outcomes through the transition process and building/reinforcing stakeholder confidence in the organization's future
- Listen actively; hear and respond to the concerns of staff and board
- Quickly assess situations, identify problems, and "hit the ground running"
- Effectively evaluate organization's funding streams and financial health
- Able to position the organization for the incoming ED to take over
- Support the transition and, as appropriate, serve as a resource for the new leader
- Prepare for future direction and change with a singular focus on core purpose and mission

ADDITIONAL DESIRABLE SKILLS

- Prior experience as an Interim Executive Director
- Consulting experience in nonprofit sector
- Understanding of change management dynamics and having worked with staff/board in this dynamic
- Unafraid to address hard issues, make tough decisions and strong recommendations
- Chicago-area residency preferred