



Executive Search – Interim Executive Director Waldo Community Action Partners

The Board of Directors of Waldo Community Action Partners (WCAP) is launching a search for an interim executive director (anticipating a 6 month assignment) to support the organization through a leadership transition and assist the Board and staff in positioning WCAP to be successful in achievement of our mission and in service to the clients and communities we serve.

Background and Overview:

WCAP was founded in 1965 and provides leadership and advocacy in the community to collaborate and develop programs and workgroups that address community problems and obstacles that prevent families from thriving. Elimination and alleviation of poverty in the areas of body, mind and spirit is our ultimate goal and service and advocacy are the primary tools.

Waldo Community Action Partners provides programs and services to support members of our community as they strive to lead meaningful and productive lives. We have strong commitments to transportation services, housing repair services, family services such as Head Start/child nutrition, energy services, and community services carried out in partnership with other community groups. Additional information about WCAP can be found at www.waldocap.org.

Our current challenge is navigating a leadership transition that is necessitated upon the departure of our successful and highly-regarded executive director. Before beginning a search for a permanent, full-time executive director, however, we want to partner with an interim leader who can guide the organization through this transition and help us to assess our organizational strengths and challenges as we work together to pursue our mission and meet the needs of our clients and community.

Interim Executive Director Assignments:

While the WCAP Board seeks an experienced leader who can ensure stability throughout this transition period, we are not looking for a “caretaker.” We anticipate that with a reasonable amount of oversight and support by the interim executive director that the current leadership team can handle most of the “day to day” operations. What the Board sees as priorities are reflected in the following “assignments”:

- Present a plan for organizational stability and successful operation throughout the transition period that clearly outlines management responsibilities and assignments as well as what kinds of support will be needed from the board or others.

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- Be active in and supportive of efforts to confidently and openly communicate to key constituents—clients, communities, partners, donors and staff—a sense of stability, clarity of direction, and commitment to our mission.
- Conduct an assessment of the current organizational, management, and staffing structures and report to the Board re: what exists currently, what appears to be working effectively, where opportunities exist, and then make recommendations to guide future decisions.
- Review the strategic plan, and existing action plans, and make recommendations re: how best to coordinate efforts and align resources, staffing, and committee structures to achieve agreed-upon strategic priorities.
- Work with the staff team to ensure that WCAP is meeting reporting and application expectations and guidelines for all Federal, State, and foundation grants.
- Ensure that the members of the leadership team receive the communication, feedback and essential support needed to be successful with their departmental responsibilities and as a cohesive team.

Mutual expectations:

- A 4-6 month employment agreement that may be extended by mutual agreement or ended by either party with 30 day written notice.
- Monthly salary to be negotiated with the successful candidate, plus travel reimbursement in-line with WCAP's current practices.
- Mutual agreement on the assignments (see above), deadlines, and targets, as well as the reporting process and accountability expectations.
- Mutual respect and support by both parties and a commitment by the WCAP Board to be available and supportive as requested.

Qualifications and requirements:

- Prior experience leading a large and/or complex organization, with previous nonprofit leadership preferred.
- A confident and experienced leader who is skilled in organizational and financial analysis and in implementing strategies to ensure program and finance alignment.
- A skilled and compassionate communicator who can embrace WCAP's mission and demonstrate the ability to work successfully with our clients, staff, and the community.

To apply:

Interested candidates should submit a cover letter and résumé to Jeff Wahlstrom, President of Starboard Leadership Consulting, at cjw@starboardleadership.com. No phone inquiries, please. The cover letter should be an expression of interest and describe how previous leadership experience and qualifications align with the requirements and expectations described here. Please be prepared to provide contact information for professional references upon request. Review of applications and candidates will take place on a rolling basis until the position is filled.