

# INTERIM LEADERSHIP OPPORTUNITY IN SEATTLE

## Overview and Preliminary Scope of Work

4/12/23

A highly-regarded professional trade association in the Greater Seattle area has an immediate opening for an Interim Executive Director. The association serves roughly 2000 members who provide specialized healthcare services across King County. It is governed by an Executive Council of seven members plus five officers. The Interim Executive Director will report to the President.

The engagement is expected to last approximately seven-to-nine months, depending on the timing of the search process for the successor Executive Director. Overall responsibilities will include interacting with members, partners, and the public; ensuring smooth operations; and supporting the board and its committees. The association also operates a Foundation and the Interim Executive Director will staff the Foundation board.

The staff includes one full-time employee serving as Membership and Administrative Manager, and a part-time contract bookkeeper.

The annual operating budget is approximately \$400k. There is roughly \$350k in checking and other operating accounts, with roughly \$900k in investments. Foundation funds are held separately. The annualized salary for this position is budgeted at \$110k.

The preliminary Scope of Work for the interim leadership period includes the following priorities:

1. Bring order and efficiency to financial management procedures and reporting.
2. Strengthen member engagement.
3. Improve volunteer leadership effectiveness.
4. Grow sponsorship revenue.
5. Help the Executive Council and Officers clarify the key priorities of the association, setting the stage for a full strategic planning process with the successor Executive Director.

A flexible work schedule is required, given that committee and other work-related meetings often take place during evening and weekend hours.

Applications are currently being reviewed as they arrive. To learn more or submit an application, please contact Randy Brinson at [rbrinson@thirdsectorcompany.com](mailto:rbrinson@thirdsectorcompany.com).