



Position Description

Interim Executive Director

Position

The Sustainability Institute (SI) intends to launch a search for an Executive Director in the fall of 2007. In preparation for that search, SI seeks a part-time Interim Executive Director to lead, manage and strengthen the organization during its transition to a full-time dedicated Executive Director.

Duties of the Interim Executive Director will evolve through several stages: organizational assessment, recommendations to strengthen the organization's internal capacity, design and implementation of operational systems, participation in the leadership search, and orientation of the new executive director. This position requires a six- to nine-month commitment of approximately 20-30 hours per week. The first three stages of the assignment (assessment, recommendations and design) will take approximately three months. The final three stages (implementation, participation, and orientation) may require an additional three to six months. The Interim Executive Director will not be expected to manage project work undertaken by SI staff. Terms of employment and compensation are negotiable.

Responsibilities

Organizational Development

- In-depth assessment of the organization as a whole.
 - Acquire full understanding of this unique organization through interviews with staff and board, review of policies, contracts, board and staff minutes, financial reports, website, grant proposals, recent correspondence and other significant paperwork. Ask questions and observe relationships, attitudes and communication patterns.
 - Develop recommendations based on findings and define benchmarks against which progress may be measured.
 - Organize and facilitate a board planning retreat to review the assessment, discuss the recommendations, discuss the board's vision of the organization's future, determine desirable next steps, and review the qualities, characteristics and skills necessary in a new executive director.
- Design and implement internal systems to ensure high-level of accountability to all stakeholders, smooth functioning of all operational processes, and successful leadership transition.
 - Facilitate consensus and cohesion among staff through workshops, retreats and professional development opportunities.
 - Develop consistent internal controls, including policies and procedures pertaining to communications, fiscal oversight, employees, subcontractors, grantors/donors, and government agencies.
- Assist leadership search and orientation.
 - Participate on search committee and serve as liaison between committee and staff.
 - Facilitate orientation and transition of new executive director.

Operations Management

- Assume supervisory responsibility for day-to-day operations, including facilities, personnel, budget, and grant administration, in consultation with existing staff management team.

Qualifications

- Demonstrated success in organizational assessment, development and strategic planning
- Working knowledge of organizational systems, internal controls and standards of excellence
- Excellent facilitation and communication capability
- Prior experience as executive director, permanent or interim, desirable
- Experience in managing a non-profit beneficial but not required
- Understanding of systems thinking and organizational learning desirable but not essential

Organization

The Sustainability Institute (SI), founded by the late Donella (Dana) Meadows, is committed to helping society move toward sustainability through its systems analysis, multi-stakeholder convenings, writing, teaching and mentoring. Applying the principles of organizational learning and system dynamics, SI works with individuals as well as public and private entities to identify key leverage points, shift mindsets, restructure systems, and help build the capacity necessary to manage, learn from, and adapt to complex environmental, social, and economic systems.

SI has a staff of twelve, an active board and an annual operating budget of approximately \$1 million. Current sources of funding include foundation grants, individual contributions and fee for service consulting. SI operates out of our renovated 1950s farmhouse in Hartland, Vermont.

For more information, please visit <http://www.sustainabilityinstitute.org>

Please send applications to:

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