



Green Opportunities (GO) Job Posting

Position: **Interim Executive Director**
Position Type: Contract
Salary: Salary commensurate with education and experience; 20-30 hours/week

Position Details: Green Opportunities is seeking an Interim Executive Director who will offer strong, effective, and temporary leadership for the organization during the executive transition process. The Interim Executive Director will work closely with the Board of Directors to facilitate a successful transition. They will improve internal processes and generate new excitement for the organization's future. They will identify and report to the Board of Directors any recommended changes to increase efficiency and effectiveness during the transition period. The Board of Directors' preference is that the Interim Executive Director is not seeking to become the permanent Executive Director. The ideal candidate is someone with leadership, management and preferably extensive non-profit experience.

Key Responsibilities:

- Assess and manage current operations.
- Oversee finances, program operations, and fundraising goals.
- Address immediate or potential resource issues.
- Provide support to Program Directors.
- Meet the pressing needs of the Board.
- Maintain a presence in the community with partners, stakeholders and community members.
- Help Identify additional internal capacity needs.

Non-Discrimination: Green Opportunities is an equal opportunity employer. We value a diverse workforce and an inclusive culture. Green Opportunities encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability or veteran status.

Green Opportunities undertakes affirmative action strategies in its recruitment and employment efforts to assure that persons with disabilities have full opportunities for employment in all positions.

To Apply: Please send resume and cover letter to apply@greenopportunities.org no later than April 1, 2019, by 5 pm. Please include position title in the subject line of the email. No phone calls, please.