

The Phillip Rush Center

Interim Executive Director Job Description

The Interim Executive Director will be a 9 to 12 month position that will be responsible for maintaining all aspects of the Rush Center's operations, program management, administration, human resources, and fund development and will strengthen existing partnerships in support of The Rush Center's mission. In general, the interim Executive Director is to maintain the organization, under the board's direction, until the permanent leader is in place.

Rush Center Overview: The Rush Center provides space, information, resources, and support for ongoing development and collaboration among organizations whose mission or activities advance LGBTQ rights, understanding and well-being.

Essential role of the Interim Director: We are seeking someone to oversee the day to day operations; guide the staff as they pursue their duties; cultivate and maintain productive relationships with foundations, tenant organizations and community partners; foster major donors; ensure that the community served is informed and engaged; and represent the Rush Center to the community at large.

Reports to: Board of Directors

Responsibilities:

- Manage staff and work to maintain staff morale during transition period to a permanent Executive Director.
- Work with Board members and staff to contact, develop, maintain, and improve relationships with the Rush Center's tenant organizations, community partners and funders.
- Maintain communication and relationships between Board and staff and within the staff.
- Participate in development of agendas for Board meetings and engage as appropriate with board committees.
- Manage the budget by overseeing financial management and bookkeeping.
- Review current systems in place as well as organizational distribution of responsibilities and make recommendations for future implementation.
- When necessary and appropriate, represent the Rush Center with media and policy makers.
- Work with staff to maintain and enhance relationships with tenant and partner organizations, clients and agencies.
- Assist Board, staff, and the new Executive Director in the transition after that person is hired.
- Work with Board consultant as requested.
- Complete additional duties as requested by Board Chairperson.

Position Terms: 9 to 12 months; 40 hours per week; Salary of \$80,000 plus benefits