



COOPERATIVE DEVELOPMENT INSTITUTE

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Interim Executive Director

About Us

The Cooperative Development Institute (CDI, www.cdi.coop) is the Northeast's Center for cooperative business education, training, and technical assistance. CDI was founded in 1994 by leaders across industry sectors to build a cooperative economy in the Northeast. Our mission is to work with people in the Northeast to create cooperative businesses, housing, and networks that grow a prosperous, equitable economy. We envision a democratically owned and just economy where everyone can fulfill their needs and aspirations. We support, advise, and provide technical assistance to all sorts of cooperatives. See our website for more!

About Our Culture

CDI is a virtually based 501(c)(3) non-profit. Our staff enjoy their jobs and appreciate the flexibility of working from home, the commitment to continuous learning, and the interesting and varied work. Because our organization is transparent, accountable, and participatory, staff's ideas and opinions count. We are committed to maintaining this as a priority.

We promote economic prosperity for all through our work, our hiring practices, and our vigorous commitment to cooperative principles. We strive daily to acknowledge and eliminate all forms of oppression. By examining bias within ourselves and our organization, we work mindfully to make our board and staff more inclusive. We actively fight against racism, classism, gender inequality, and all efforts to marginalize anyone.

The nature of our work engages us directly with the working poor, the educationally disadvantaged, the elderly, immigrants, and refugees. It is our goal to see all of our clients prosper within the cooperative movement.

About This Transition

Our current Executive Director has served us steadfastly for 13 years, transitioning a small handful of staff to an organization with multiple program areas and 27 staff. As we are poised to continue much of the work we are currently performing, we are also seeking to expand avenues for our work, financial management, and growth. This year of transition will culminate in 2023 as we hire a new Executive Director who will work with us as we update our strategic initiatives, carefully examine our business model, and lead our organization through its next phase of existence.

While CDI's Board and staff undertake their search for a permanent Executive Director, CDI is seeking an Interim Executive Director to keep the organization stable, focused and productive until a permanent new Executive Director is hired. The Interim Executive Director will ideally have a 30-45 day transition period with our outgoing Executive Director.

About this Position

As Interim Executive Director, you will shepherd our organization through a transitional period of about 6-12 months. During this time CDI will search for a permanent Executive Director to begin the Summer or Fall of 2023. The Interim Executive Director will have the guidance and support of the CDI Board and staff for their entire tenure.

General Statement of Duties:

The successful candidate for Interim Executive Director will:

- Capture institutional, systemic and cultural knowledge from the outgoing Executive Director and staff
- Serve as the formal link between Board (including the two staff-elected Board representatives) and staff
- Collaborate with the Board to ensure financial and other organizational accountability
- Work with the Management Team to lead the organization
- Supervise, support, and assist staff reporting directly to the outgoing Executive Director: 7 staff, including Program Directors, Finance, Development and Administrative Directors
- Fulfill administrative tasks and otherwise attend to day to day tasks as needed within the Executive Director role
- Begin the process of information capture and analysis for the development of a future strategic plan, drawing on input from the Board, management Team, and staff. (Work to complete the plan will be conducted with the incoming permanent Executive Director.)

Major responsibilities:

- Directly support and oversee organizational communications, development, and administrative staff, including:
 - Support the Management Team and the Communications/Digital Manager to develop, implement, and oversee CDI's transition-related communications and public relations efforts
 - Work with Finance Director to oversee, monitor alignment with, and revise CDI's organizational budget, as needed
 - Support Development Director in developing and implementing CDI's fundraising plan (in concert with Board Fundraising Committee)
 - Work with Development Director to establish and maintain relationships and ongoing correspondence with major donors
 - Contribute to the development of Federal and foundation grant proposals, as needed
 - Assist with writing and submitting grant reports, as needed
- Present progress, financial, and other operational reports to the Board
- Oversee the implementation of CDI's annual outcome measurement assessment and client satisfaction survey
- Oversee the creation of CDI's annual year in review
- Ensure regular and productive Cabinet, Management Team, and all-staff meetings
- Provide support for difficult personnel, vendor, client, collaborator situations
- Work with staff to analyze, uncover and identify needed areas of organizational improvement and change; determine which of these can be addressed now and which should be addressed in a future strategic plan with new leadership

Skills and Experience

- Experience with organizational development, organizations in transition, and preparing an organization for strategic planning process
- Ability to identify areas of needed organizational improvement and help to prioritize needed changes
- Nonprofit business management experience, including:
 - General non-profit business experience
 - Experience managing people and change
 - Budgeting experience
 - Fundraising skills and experience
- Project management skills
- Experience and skills in open and transparent communication
- Experience with conflict resolution
- Skills in building relationships with and supporting staff
- Respect for staff time and energy
- Experience with collaborative leadership and democratic workplaces
- Ability to work with a participatory management approach, involving input from appropriate parties, that leads to organizational decisions that are supported by, and supportive of, staff
- Ability to keep projects and work moving while also integrating input from staff
- Experience working in a dispersed, remote workplace with diverse programs
- Knowledge of cooperatives and cooperative development
- Experience working on and/or developing business models
- Experience with advocacy and public relations
- Competency with GSuite, Zoom, and conducting remote meetings

Geography

While CDI is open to receiving applications from candidates across the country, priority will be given to candidates located in or close to CDI's service area of New England.

Organizational Expectations

1. Provide organizational leadership that will assure the continuation and appropriate evolution of organizational planning; the coordination, delivery and measured impact of all programs.
2. Work within the prescribed policy and budgetary guidelines set by the Board.
3. Participate in CDI's overall team, sharing information effectively to assist CDI's work. Build positive and strong relationships with staff.
4. Demonstrate personal responsibility in job performance.
5. Model consistently respectful and appropriate behavior with colleagues, staff, and clients.
6. May be required to perform additional, related duties or functions of lesser or greater responsibility as negotiated, to meet the ongoing needs of the organization.
7. Foster an environment that recognizes and supports the value of diversity and models appropriate cultural competence.
8. Lead outgoing Executive Director's direct reports (including Program Directors) in a manner that fosters their commitment towards achieving organizational goals.

Compensation

Compensation will be based on experience. Annualized suggested salary range is \$83,000-100,000 based on full time employment (40 hrs/wk). Part-time schedule possible (60-80%), depending on the candidate's experience and scope of work. Include your salary requirements in your application, and hours, as appropriate. Benefits TBD based on need.

Compensation will be commensurate with experience, skills, and benefits package.

How to Apply

Applications will be reviewed on a rolling basis, with an ideal start date of September 1. Candidates requiring a longer time frame should state this in their application materials. **To apply, please submit your resume, cover letter, and references through the job posting on our website here: <https://cdi.coop/job-posting-interim-executive-director/>**

Inclusion

In accordance with Federal law, CDI does not discriminate on the basis of race, color, national origin, sex, age, or disability. CDI is an equal opportunity employer and service provider.

We welcome applicants from underrepresented identities, and those who have a commitment and track record of bringing an inclusive and equitable approach to their work.

No phone calls, please.

Equal Opportunity Employer

Visit us at <https://cdi.coop/>