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**INTERIM MANAGEMENT CONSULTANTS
DEWEY & KAYE**

JOB ANNOUNCEMENT

BACKGROUND

Since 1992, Dewey & Kaye, a McCrory & McDowell Company, has been helping nonprofits, foundations, community collaboratives and government agencies carry out their missions in a dramatically changing environment. Dewey & Kaye works closely with clients, making sure the right questions are asked, while those organizations take a fresh look at what they do and how they do it. We help clients make the right choices—choices that capitalize on strengths and address challenges. Our services include interim management, executive search and recruitment, strategic and business planning, organizational assessments, succession planning, outcomes measurement, mergers, and strategic alignments.

Interim Management Services, support offered by Dewey & Kaye to organizations during leadership transition, is seeking high level non-profit management executives who are interested in working on a contract basis with interim appointments.*

*Assignments will typically range from three to 12 months.

POSITION RESPONSIBILITIES

While each assignment of an interim is designed to meet the needs of the client organization, the general responsibilities of this contract position will be:

- Ensure continued focus on high-quality agency operations during period of leadership transition in close collaboration with board of directors.
- Provide early review and determination of immediate, short and long-term needs related to staffing, services, financials, fundraising, facilities, other infrastructure, communications, evaluations, and board and external relations.
- Implement interventions for immediate and short-term challenges.
- Provide immediate and thorough attention to agency finances, (e.g., cash flow projections, payroll integrity, donations, deadlines, and commitments).
- Review and ensure compliance with contractual obligations.
- Connect with each of the agency's government and foundation supporters.
- Stabilize organization and help prepare for search for next leadership.

REQUIRED EXPERIENCE

- A minimum of five years service as a nonprofit Executive Director or ten years experience in Senior Management of a non profit
- Service with nonprofit Boards of Directors – preferably several years membership on one or more Boards
- Candidates with advanced degrees are preferred

REQUIRED SKILLS

- Demonstrated skill managing the inter-relationship with finance, capacity and mission of an organization
- Fluency and deep understanding of management theory
- Ability to quickly understand complex non profit structures
- Ease relating to all stakeholder groups in a nonprofit setting
- Advanced group facilitation ability
- Outstanding written and verbal communication abilities
- Strategic Planning and Organizational Assessment with non profit organizations
- Proficient at receiving & giving constructive feedback
- Facility for timely compliance
- Self-awareness

ENCOURAGED TO APPLY

- Former executives with numerous years of experience in nonprofit executive management
- Mid-to-late career professionals who were once in executive management of a non-profit and now have independent consulting practices

COMPENSATION

Interim Management Consultants are compensated on a per assignment basis.

TO APPLY

Qualified individuals may apply confidentially by submitting resume, cover letter, and compensation requirements as MS Word attachments to: resumes@deweykaye.com. Please reference the following in the subject line of your email: **Interim Management Consultants (#102-MH687)**.

If you do not receive an e-mail confirmation of your submission or phone call within three business days, please call Dawn Kopp at 412-434-1335. Please direct all inquiries related to this position to Dewey & Kaye.