

# BRAKELEY SEARCH

LEADERSHIP SEARCH PARTNERS

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POSITION SPECIFICATION

## EXECUTIVE DIRECTOR

Interim, Inc.

*Monterey, CA*

### **Brakeley Search**

formerly known as Leadership Search Partners,  
is a search firm focused exclusively on the nonprofit sector.  
As a division of Brakeley Briscoe, Inc. (BBI), the San Francisco Bay Area-based firm works with  
local, national, and international nonprofits to help them hire exceptional senior-level leaders.

### **Managing Director, Scott Staub, ACFRE**

is leading this search assignment. Inquiries may be made, in confidence,  
to Scott Staub at [sstaub@brakeleysearch.com](mailto:sstaub@brakeleysearch.com).

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**TITLE:** Executive Director

**ORGANIZATION:** Interim, Inc.

**LOCATION:** Monterey, CA

**REPORTS TO:** Board of Directors

## **INTERIM'S MISSION AND VISION**

Interim's mission is to provide services and affordable housing supporting members of our community with mental illness in building productive and satisfying lives.

Interim, Inc. envisions a world in which people with mental illness are able to live, work, learn, and participate fully in the community.

## **ABOUT THE ORGANIZATION**

In the 1970s, California was closing or scaling back State Mental Hospitals, and people were being released into the community without services, housing, or support. Some of Interim's early residents had been in state mental hospitals and some had received treatment in acute care facilities. Interim's first project was a 12-bed halfway house in Monterey, developed in 1976. Interim embarked upon a path where programs and services grew to meet the different needs of clients, as well as ambitious building projects to provide affordable housing for clients. Today, Interim operates housing for 150 long-term residents. Interim also operates a 28-bed short-term residential crisis program and a 14-bed transitional program. Employment and homeless services as well as consumer empowerment and community engagement programs are also offered. Interim employs more than 200 people and has an operating budget of nearly \$20 million.

Interim is headquartered in the city of Monterey, on the beautiful central coast of California. Its Cannery Row, one-time center of the sardine packing industry, was immortalized by novelist John Steinbeck. Also famous is the Monterey Bay Aquarium, with thousands of marine animals and plants on display in underwater and interactive exhibits. Monterey County is also home to the Naval Postgraduate School, California State University, and other higher education institutions. Monterey County is known for its breathtaking beauty and wonderful recreational opportunities.

# BRAKELEY SEARCH

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## ABOUT THE OPPORTUNITY

Barbara Mitchell has been Interim's executive director since 1984. Under Barbara's leadership, Interim Inc. has become the preeminent mental health care provider in Monterey County. Interim operates the largest housing program for people with mental illness and has a wide array of services. This is an exciting opportunity to continue to build upon the excellent reputation of Interim and the services provided, especially in the southern part of the county. Partnering with the board of directors, the next executive director will assess what opportunities exist, such as providing care for people with private insurance. The California Behavioral Health System is undergoing a transformation which will require the agency to continue to be responsive to ensure Interim's clients and potential clients receive the best possible care.

## Key Responsibilities

### *Organizational Leadership and Management*

- Lead the organization in the development and implementation of long-term vision, strategies, and goals
- Oversee all programmatic, operational, financial, and fundraising activities of the organization
- Manage, inspire, and lead staff
- Foster an organizational culture of results, learning, innovative thinking, accountability, and collaboration
- Maintain an effective and collaborative working relationship with the Board of Directors as a whole and with individual board members
- Serve as the principal resource to the Board of Directors and its key committees and give strong direction in policy formulation and interpretation
- Serve as a compelling spokesperson for Interim's vision, strategy, and programs among board, staff, donors and other key stakeholders, and the community at large
- Cultivate and maintain strong relationships with major donors, foundations, and government agencies

### *Fiscal Management*

- Develop, manage, and monitor organizational budget in partnership with the Finance Director and the Board of Directors
- Strategically link revenues and resource allocation to facilitate and manage agency and programmatic growth
- Oversee the presentation of financial and organizational progress reports to the Board of Directors
- Negotiate contracts, develop funding sources, and interface with local, county, state, and federal funding sources

### *Strategic Planning*

- Develop and execute a strategic plan in conjunction with the Board of Directors and the senior leadership team

# BRAKELEY SEARCH

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## *Fundraising*

- Deepen and expand relationships with diverse funding sources, including public agencies, foundations, corporations, and individual donors
- Drive key results in fundraising by working with the Development Officer and Board of Directors in a successful fund development plan

## **Professional Experience/Qualifications**

### Experience:

- 7+ years leadership with managerial, financial, and operational experience as an executive/senior manager
- 4+ years of experience in a senior leadership role, including staff management of 4+ direct reports and a large staff, and budgetary accountability of at least \$7M
- Experience with oversight of complex programs and/or operations
- Demonstrated ability to develop, and retain diverse staff, recognizing and capitalizing on their strengths
- Experience negotiating complex contracts
- Experience working with or on a volunteer board of directors

### Skills:

- Outstanding communicator with excellent speaking, writing, and listening skills
- Big picture thinker who understands how to increase, diversify, and optimize multiple funding sources
- Proficiency in financial management and analysis
- Ability to plan and execute on specific metrics to achieve organizational goals
- Ability to develop and maintain relationships with a wide variety of internal and external stakeholders

### Personal Characteristics:

- Compassion for vulnerable people, especially those experiencing mental illness and/or homelessness
- A leader who is comfortable being the public face of an organization
- Problem solver and comfortable making tough decisions
- High degree of emotional intelligence and empathy
- Commitment to principles of cultural humility in working with diverse communities
- High capacity to deal with crises
- Flexible and open to an ever-changing environment

### Education:

- Master's degree in public health or business administration, social work, behavioral health, law, or related field required

# BRAKELEY SEARCH

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## Preferred:

- Executive Director/CEO experience
- Experience developing and executing strategy and vision for an organization
- Understanding and involvement with community-based behavioral health and/or social services programs
- Proven track record of managing change through a transition and/or transformation
- Record of success in developing and maintaining productive, collaborative relations with funders

## **COMPENSATION**

Interim offers competitive benefits. The salary range for this position is \$150,000 to \$200,000.

## **TO APPLY**

Brakeley Search is conducting this search on an exclusive basis on behalf of Interim, Inc. Interested candidates should apply via email by sending a resume and a letter outlining qualifications as PDF or Word documents to Chelsea Burr at [CBurr@BrakeleySearch.com](mailto:CBurr@BrakeleySearch.com) with "Executive Director Interim, Inc." in the subject line.

## **EOE STATEMENT**

Interim is committed to providing a work environment, programs, and services free of discrimination, harassment, and retaliation. The purpose of this policy is to promote equal employment opportunity and to assist all persons in understanding their rights, duties, and obligations. In keeping with this policy, Interim strictly prohibits discrimination and harassment of any kind, including discrimination and harassment on the basis of race, color, ancestry, national origin, gender, age (40+), creed, religion (including religious dress and religious grooming), physical or mental disability, genetic characteristics, marital status, registered domestic partner status, legally protected medical condition, genetic information, sex (including pregnancy, perceived pregnancy, childbirth, breastfeeding or related medical condition), citizenship status, veteran status, military status, sexual orientation, gender identity (defined as each person's internal understanding of their gender), gender expression (defined as a person's gender-related appearance or behavior, whether or not stereotypically associated with the person's sex at birth) or any other characteristics protected by state, federal or local law or local ordinance. Interim will not tolerate hate speech, insults, slurs, harassment, or threats based on any of the protected characteristics listed in this policy, or any other characteristics protected by state, federal or local law or local ordinance. Interim prohibits speech and conduct that is harassing, threatening, or harming to someone because of the person's actual or perceived protected characteristic listed in this policy, or any other characteristics protected by state, federal or local law or local ordinance.

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