



## JOB DESCRIPTION

<b>Position Title:</b> Interim Executive Director	<b>Classification :</b> Exempt/Part-Time (12 Month Contract)
<b>Reports to:</b> Board of Directors	<b>Location:</b> Lancaster, PA

## POSITION PURPOSE

The Interim Executive Director will be a highly capable, self-motivated, and detail-oriented leader with strong organizational and leadership skills. This part-time, 12-month role is designed to provide **stable, steady leadership during a season of transition**, ensuring continuity of mission, strengthening internal systems, and positioning the organization for long-term sustainability.

The Interim Executive Director serves as the primary operational and strategic leader of the organization, working closely with the Board of Directors to **stabilize operations, lead through change, and support organizational alignment**. This role requires someone who is confident in decision-making, skilled in managing complexity, and experienced in guiding organizations through transition. As a member of The Mix team, the Interim Executive Director will embody and carry out the values, mission, and vision of The Mix.

### Values

Honor and Reflect Jesus; Community; Empowerment; Creativity.

### Mission

- Inspiring Youth, Empowering Families.

### Vision

- To Develop Youth and Families to be Leaders of and Within Thriving Communities.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

### **Organizational Leadership, Transition & Strategy (30%)**

- Provide steady, adaptive leadership during a period of organizational transition.
- Partner with the Board of Directors to assess current operations, identify priorities, and implement short- and mid-term stabilization strategies.
- Maintain alignment with the mission, vision, and values of The Mix while guiding the organization through change.
- Oversee day-to-day operations to ensure continuity, efficiency, and organizational health.
- Support staff and key stakeholders through change management with clarity, consistency, and transparency.

### **Program Oversight & Operational Stability (20%)**

- *Provide oversight of existing programs to ensure continuity, quality, and compliance during the transition period.*
- *Evaluate current program operations and recommend improvements that support sustainability and impact.*
- *Ensure adherence to legal, regulatory, and ethical standards in all programs and services.*

### **Financial Oversight & Resource Stewardship (20%)**

- *Monitor budgets, funding streams, and expenditures to ensure fiscal stability and responsible stewardship.*
- *Work closely with finance staff and/or Board leadership to maintain financial controls and cash flow.*
- *Support donor, grant, and funding relationships as needed to ensure operational continuity.*
- *Assist in setting realistic financial priorities during the transition period.*

### **Partnerships & Community Presence (15%)**

- *Serve as a visible and trusted representative of The Mix within the community.*
- *Maintain key relationships with partners, funders, schools, and community stakeholders.*
- *Ensure continuity in external partnerships and collaborative initiatives.*

### **Board & Stakeholder Communication (10%)**

- *Maintain regular, transparent communication with the Board of Directors regarding organizational health, risks, and progress.*
- *Provide timely updates, reports, and recommendations to support informed governance and decision-making.*
- *Support the Board in planning for long-term leadership and organizational sustainability, as appropriate.*

## **Driving Innovation**

- *Champion a culture of innovation by identifying new opportunities, approaches, and partnerships that advance The Mix's mission.*
- *Drive creative and forward-thinking solutions to meet evolving community needs and organizational goals.*
- *Encourage experimentation and adaptive thinking, balancing innovation with stewardship and sustainability.*
- *Stay informed on emerging trends, tools, and best practices to ensure The Mix remains relevant and impactful.*
- *Lead strategic initiatives that reimagine programs, processes, and engagement for long-term growth and effectiveness.*

## **Other Responsibilities (5%)**

- Perform additional duties as assigned that support organizational stability, transition, and mission alignment.

## **EDUCATION/CERTIFICATION & RELATED WORK EXPERIENCE**

- Four-year college degree in human services, education, youth related field and a minimum of two (2) years' experience in similar field, or
- Four years of progressive, comparable experience in human service, education, youth field or related field.

## **SKILLS & KNOWLEDGE**

- Demonstrated strength in organizational leadership, systems thinking, and operational management.
- Proven ability to lead through transition, uncertainty, or organizational change.
- Strong interpersonal, verbal, and written communication skills.
- Ability to work collaboratively with a Board of Directors while also operating independently.
- Experience facilitating meetings, setting priorities, and executing plans.
- Strong administrative and organizational skills; proficiency with Microsoft Office Suite.
- Experience communicating effectively with diverse stakeholders, including staff, board members, funders, and community partners.
- Knowledge of QuickBooks preferred.
- Valid Pennsylvania driver's license and ability to operate a vehicle.
- Ability to obtain required background clearances.
- Must execute The Mix Statement of Faith.

## **PHYSICAL REQUIREMENTS**

- Ability to lift and carry up to 50 lbs. occasionally; ability to reach with hands and arms, and push items overhead.
- Ability to walk and stand for prolonged periods of time.
- Ability to bend, kneel, squat, stand, twist, stoop, crouch.
- Ability to talk, hear, and see.
- Ability to work primarily in an office setting.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently.