



A caring place for seniors. A caring place for the day.

POSITION DESCRIPTION INTERIM EXECUTIVE DIRECTOR

OPPORTUNITY

ElderHouse seeks an experienced **Interim Executive Director** to provide steady, hands-on leadership during a period of transition. The Interim Executive Director will report to the Board of Directors and is expected to serve for a period of 6–9 months, with the potential for extension. The Interim Executive Director will ensure operational continuity, stabilize and support staff, and partner closely with the Board to clarify organizational priorities and position ElderHouse for its next phase of leadership. This role requires a leader who is comfortable operating in ambiguity, able to quickly assess organizational strengths and gaps, and skilled in aligning stakeholders around a clear, actionable path forward.

Located in Norwalk, CT, ElderHouse provides support to aging seniors and their family caregivers in Darien, New Canaan, Norwalk, Stamford, Weston, Westport, and Wilton. Their award-winning adult day program offers seniors full days of social engagement, enjoyable activities, nursing supervision and personal care at an affordable all-inclusive rate, while caregivers benefit from a few days a week away from caregiving duties. Through a program of the highest quality services, supported by an unmatched staff tenure, ElderHouse has a proven track record of delivering what families need to keep their promises. To learn more, visit: <https://www.elderhouse.org/>

KEY INTERIM LEADERSHIP PRIORITIES

Organizational Stabilization & Continuity

- Maintain uninterrupted delivery of high-quality programs and services.
- Provide visible, consistent leadership to staff, reinforcing accountability and morale.
- Identify and mitigate operational, financial, or compliance risks.

Strategic Assessment & Priority Setting

- Rapidly assess organizational health, including programs, staffing structure, financial position, and external partnerships.
- Identify early challenges, risks, and opportunities; present findings and recommendations to the Board.
- Support the Board in clarifying near-term strategic priorities and decision-making frameworks.

Board Partnership & Governance Support

- Serve as a trusted partner to the Board Chair and committees.
- Ensure strong communication, transparency, and alignment between staff and Board.
- Support the Board in preparing for the transition to a permanent Executive Director, including identifying leadership needs and organizational readiness.

Team Leadership & Culture Stabilization

- Coach and support staff through transition, ensuring clear roles and expectations.
- Assess team structure, capacity, and performance; recommend adjustments as needed.
- Foster a culture of trust, stability, and accountability.

Organizational & Staffing Assessment

- Evaluate staffing model, leadership capacity, and operational workflows.
- Identify gaps in structure, skills, or resourcing, and propose actionable solutions.
- Implement short-term improvements while documenting longer-term recommendations.

CORE RESPONSIBILITIES

Operations & Finance

- Oversee day-to-day operations, ensuring strong financial management and internal controls.
- Monitor budget performance and maintain fiscal discipline.
- Ensure compliance with all regulatory, contractual, and audit requirements.
- Maintain relationships with key vendors, funders, and financial institutions.

Programs & Service Delivery

- Ensure continued excellence in program delivery and compliance with state and accreditation standards.
- Monitor program performance, client satisfaction, and census trends.
- Identify immediate opportunities to strengthen program effectiveness and sustainability.

Development & External Relations

- Maintain and steward key donor and funding relationships.
- Support ongoing fundraising efforts and grant commitments.
- Serve as an external ambassador for ElderHouse in the community.

Governance

- Attend and support all Board and committee meetings.
- Provide timely, clear reporting on organizational performance and emerging issues.
- Assist in onboarding and orienting Board members as needed.

QUALIFICATIONS

Experience

- 10+ years of senior leadership experience in nonprofit, healthcare, human services, or related fields.
- Demonstrated success in interim, turnaround, or transition leadership roles strongly preferred.
- Experience working closely with nonprofit boards and governance structures.
- Proven ability to assess organizations, diagnose issues, and implement practical solutions quickly.

Core Competencies

- Strong situational leadership and decision-making in ambiguous environments.
- Organizational assessment and change management expertise.
- Financial and operational acumen.
- Skilled communicator with the ability to build trust across stakeholders.
- Ability to balance strategic thinking with hands-on execution.

COMPENSATION

Compensation for this interim role is flexible and will be commensurate with experience, scope, and level of engagement (full-time or fractional). The expected range is approximately \$110,000–\$135,000 annualized (or equivalent hourly/retainer structure), with final terms to be determined in partnership with the selected candidate.

EQUAL OPPORTUNITY EMPLOYER

ElderHouse is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, age, sexual orientation, gender identity, national origin, veteran or disability status.

TO APPLY

The search is being conducted by The Strategy Group. To apply:

- Submit a resume and a compelling letter of interest via email.
- Send cover letter and resume as ONE PDF DOCUMENT titled “Last Name ElderHouse Search” to kbrennan@thestrategygroupllc.org.
- Please title emails as **ELDERHOUSE INTERIM ED SEARCH** in the subject line.

ElderHouse aims to identify, hire, and have the selected candidate in place no later than June 15 if not sooner.