



## **Interim Executive Director: Job Description**

Limited Term

Location: Dan River Region

### **The Health Collaborative**

[The Health Collaborative](#) (THC) is a long-standing, cross-sector coalition of residents and organizations working together to improve the health and well-being of the Dan River Region, which includes Caswell County, NC and Danville and Pittsylvania County, VA. Its mission is to unite individuals and organizations to create action to support health for all people.

The Health Collaborative works as a catalyst, convener and facilitator, uniting diverse voices, building leadership capacity, and fostering collective action to address regional health priorities. Through authentic community engagement, shared learning, and collaboration across sectors, THC helps strengthen systems and supports community-driven approaches to improving health equity and well-being.

The Health Collaborative is an independently operating coalition, governed by an Advisory Board made up of residents and organizations that reflect the diversity of the region.

The Interim Executive Director position is a flexible, project-based role, with an anticipated time commitment of 15–30 hours per week over a six-month period. The exact scope and schedule will be determined in collaboration with the selected candidate, based on organizational needs and the candidate's approach to the work. The position requires frequent in-person meetings; therefore, the ideal candidate will reside in or near the Dan River Region.

Compensation will be competitive and commensurate with experience, structured as a monthly rate.

### **Position Overview**

The Interim Executive Director will provide steady, focused leadership during an estimated six-month transition period. Working closely with the Advisory Board, staff and consulting partners, this individual will guide a period of organizational assessment and alignment, strengthening core operations, clarifying roles and

expectations, and ensuring THC's work is grounded in its mission and core health priorities.

In addition to reinforcing THC's operational foundation, the Interim Executive Director will facilitate a thoughtful exploration of the organization's future direction, grounded in local needs and community-driven solutions, to identify what THC is uniquely positioned to advance and shape potential pathways forward. This role is designed to both stabilize and position THC for its next chapter, ensuring the organization is well-prepared to recruit and successfully onboard a long-term Executive Director.

This role is focused on organizational leadership and alignment and does not include direct implementation of health-related programs or projects.

### **Key Responsibilities**

The Interim Executive Director will focus on the following priority areas:

#### **Organizational Operations & Systems (35–40%)**

- Strengthen day-to-day operations, ensuring systems, policies, and procedures align with THC's mission, guiding principles, and fiscal sponsorship requirements
- Build and refine core organizational procedures, including documentation and reporting systems
- Strengthen internal and external communications and meeting processes
- Ensure shared measurement and documentation systems support tracking of collaborative progress and anticipated outcomes

#### **Alignment & Strategic Direction (20–25%)**

- Guide a period of assessment and alignment to help clarify THC's role and the most effective path forward
- Facilitate a structured visioning process with the Advisory Board, staff, and stakeholders to explore future pathways
- Reaffirm THC's mission, guiding principles, and focus on core health priorities
- Analyze community context and organizational strengths to inform future direction

#### **Staff Support, Structure & Accountability (15–20%)**

- Clarify and align staff roles and responsibilities with THC's core function as a catalyst, convener, and facilitator of collective action
- Reinforce expectations for follow-through, work planning, and action-oriented collaboration
- Partner with consultants to support staff development and ensure alignment

### **Governance Transition & Board Support (10–15%)**

- Support the transition from Coordinating Committee to Advisory Board, including documentation, structure, and member engagement
- Establish clear communication pathways and expectations between board and staff
- Prepare materials and updates to support informed board decision-making

### **External Leadership & Partner Engagement (5–10%)**

1. Represent THC with credibility and consistency across the region
2. Maintain strong relationships with partners and stakeholders during the transition period

### **Transition Planning & Permanent RD Readiness (5–10%)**

- Contribute to defining the role, expectations, and competencies for the permanent Executive Director
- Prepare a transition summary outlining systems, structure, and strategic considerations
- Provide time-limited training and support to the new Executive Director

### **Ideal Candidate Profile**

The ideal candidate brings both a history of collaborative leadership and strong operational skills and experience.

### **Experience & Skills**

- 7+ years of leadership experience in nonprofit, public health, or cross-sector collaboration (experience in health or healthcare not required)
- Demonstrated ability to guide organizations through periods of transition
- Experience supervising staff and strengthening team performance
- Skilled facilitator with the ability to convene diverse stakeholders
- Strong organizational, planning, and communication skills

### **Collaborative Leadership Qualities**

- Uphold the collaborative process while providing clear direction
- Balance relationship-building with accountability
- Serve as a neutral, credible leader who navigates diverse perspectives with discretion
- Reinforce trust across staff, board, and partners through consistent and transparent communication
- Elevate lived experience and technical expertise in decision-making.
- Facilitate constructive and inclusive dialogue and synthesize into actionable plans.

- Demonstrate a strong commitment to equity and to improving health outcomes for all.
- Focus on building others' leadership and capacity

To apply: Interested candidates should submit a cover letter and résumé to Danielle Montague, Advisory Board Chair, at [danielle@vrha.org](mailto:danielle@vrha.org), by April 15, 2026. Applications will be reviewed on a rolling basis.