

**Position Title:** Interim Executive Director  
**Reports To:** Board of Directors  
**Expected Tenure:** Estimated duration: 3-4 months  
**Hours:** Negotiable (expectation of approximately 24-30 hours per week)  
**Compensation:** Negotiable

*Consideration of candidates will continue until the position is filled. Anticipated start date is late December.*

#### **ABOUT THE EPILEPSY FOUNDATION OF VERMONT:**

The mission of the Epilepsy Foundation of Vermont, the only Vermont organization addressing the needs of people with epilepsy, is “The Epilepsy Foundation of Vermont leads the fight to overcome the challenges of living with epilepsy and to accelerate therapies to stop seizures, find cures, and save lives.” The Epilepsy Foundation of Vermont is a 501 (c) 3 organization and is an affiliate of the national Epilepsy Foundation.

#### **ABOUT THE POSITION:**

In March, 2020, the Epilepsy Foundation of Vermont faced not only the uncertain future brought on by COVID-19, but also the recent retirement of Audrey Butler, the Epilepsy Foundation of Vermont’s Executive Director of forty-two years. The Board of Directors had started a search for a new Executive Director in December 2019, and had hired someone to begin working with the outgoing Executive Director. The newly hired Executive Director decided she could not continue in her new role due to the uncertainty brought on by the pandemic. The Foundation found itself, in these challenging times, faced with the additional challenge of how to proceed without an Executive Director.

The Community Services Coordinator for the Epilepsy Foundation, and the only other paid position with the Foundation, is a part-time employee. The Coordinator and the volunteer leadership of the Board of Directors, stepped in to fill the void. The Board of Directors determined that, due to the uncertainty around operations in the early stages of the pandemic, the most fiscally responsible move would be to scale back operations and save the payroll dollars associated with the Executive Director’s position.

The Foundation has been able to sustain daily operations and provide those services under Vermont Governor Scott’s Executive Orders and the Center for Disease Control’s public health guidance. These services include providing seizure alert devices to those who need them, answering calls from concerned persons with epilepsy or their family members, and providing requested information.

The Board is looking for an Interim Executive Director who is a highly skilled manager and can temporarily take the helm of the Foundation, maintain and review our operations and programs while engaging our external stakeholders and funders to engage them, while also assisting the board in developing a roadmap to lead the Epilepsy Foundation in new directions as we adapt to our changing world.

#### **POSITION SUMMARY**

The Interim Executive Director is responsible for translating the mission of the Epilepsy Foundation of Vermont into clear goals. This includes responsibility for all functions of the Foundation, including but not limited to overall strategic direction; financial management; fund development; program development, board development; market planning; and operational activities. The Executive Director is responsible for regular and open communication with the Board of Directors.

#### **ESSENTIAL RESPONSIBILITIES**

- Initiate and direct all Epilepsy Foundation sponsored services
- Lead the Board of Directors, staff, and volunteers in developing a strategic plan
- Establish a development plan that includes collaboration with private foundations, corporations, United Way and other agencies, and individual donors
- Manage the Epilepsy Foundation of Vermont operations including developing organizational structures, reviewing the national Epilepsy Foundation Affiliate Standards for organizational compliance, fiscal management, developing fund development plans, and reviewing marketing functions
- Develop relationships with key community leaders, and community and state partners
- Initiate program planning with an emphasis on virtual offerings
- Establish a board development process and a committee structure
- Prepare and present reports concerning activities, financial reports, service offerings, and other matters to the Board of Directors.

#### **SPECIAL TASKS DURING THE INTERIM PERIOD**

- Develop performance goals and objectives with measurable outcomes for the interim period
- Act as a steward and change agent during this transition period
- Perform an objective review to determine if persons with epilepsy in Vermont will be better served if the Epilepsy Foundation of Vermont remains an affiliate or joins the Epilepsy Foundation of New England affiliate
- Dependent on the outcome of the review regarding remaining as an affiliate or joining with the Epilepsy Foundation of New England affiliate; either assist the board of directors with developing an executive search plan, and orienting and installing a new permanent executive; or assist the board of directors with the merger of the two affiliates and dissolution of the Epilepsy Foundation of Vermont