Interim Executive Director

Villa Comunitaria | South Park, Seattle, Washington

About the Interim Appointment

This is a temporary leadership role guiding Villa Comunitaria through organizational transition and strengthening. It is not a pathway to the permanent Executive Director position, which will be filled through a separate search.

Appointment: Interim, approximately 6–8 months (January 2027- August 2027)
Anticipated start: January 4, 2027
Compensation: $7,000-8,200 per month, for the approximately 6–8-month interim appointment.
Application deadline: November 23, 2026 by 11:59pm

About Villa Comunitaria

Villa Comunitaria is a Latine- and women-led nonprofit rooted in South Park and serving families across South Seattle and South King County. Founded in 2005, Villa cultivates community leadership and creates culturally relevant opportunities for families to thrive, build skills, access resources, and shape the future of their community.

Villa's mission is cultivating leaders to create a stronger community. Its programs span economic development and food access, healthy communities, skills and leadership development, civic engagement, and systems navigation. A distinctive strength of Villa's approach is its investment in community members as leaders and change-makers, including through its Promotoras Comunitarias model.

Villa's work is grounded in relationships, cultural knowledge, collaboration, and the belief that the people closest to a community's needs are essential to developing effective solutions. As Villa enters a leadership transition, the organization seeks to build on this foundation while strengthening its financial sustainability, organizational systems, and leadership capacity.

The Opportunity

Villa Comunitaria seeks an experienced, relationship-driven Interim Executive Director to guide the organization through a pivotal leadership transition.

Rooted in South Park and serving families across South Seattle and South King County, Villa has a strong history of cultivating community leadership and creating culturally relevant opportunities for families to thrive. The Interim Executive Director will build on this foundation while strengthening financial sustainability, organizational capacity, and staff leadership.

Villa seeks a leader who can listen, assess, and act with confidence and humility; bring fresh perspective without unnecessary disruption; and honor the relationships, community trust, and institutional knowledge that will sustain Villa into its next chapter.

To Apply: Submit a resume, cover letter and references to board2026@villacomunitaria.org by November 23, 2026, at 11:59 p.m.

Role Purpose

The Interim Executive Director will provide stable, values-driven leadership for Villa Comunitaria during a period of organizational transition, ensuring continuity of programs and services while strengthening financial oversight, organizational systems, and leadership capacity.

Working collaboratively with staff, program managers, the Board, and community partners, the Interim Executive Director will establish clear operational priorities, strengthen financial sustainability and external relationships, and prepare the organization for a successful transition to its next permanent Executive Director. Throughout this work, the Interim Executive Director will honor Villa's history, community roots, and organizational culture while identifying opportunities for meaningful, sustainable change.

Key Priorities for the Interim Executive Director

1. Ensure organizational stability and strengthen financial stewardship.

Maintain continuity of programs, services, and critical relationships while providing effective oversight of Villa's complex funding portfolio, including grants, public contracts, program budgets, compliance, and financial performance. Develop a clear understanding of the organization's financial position, address emerging risks and funding uncertainties, and identify opportunities to diversify revenue, strengthen relationships with existing funders, and build partnerships with public agencies, civic leaders, donors, and community organizations. Advance long-term financial sustainability while protecting the programs and services most central to Villa's mission.

2. Strengthen systems, processes, and leadership capacity.

Assess how Villa's formal systems and informal practices operate in practice. Introduce consistent, effective processes for budgeting, grant and contract management, decision-making, accountability, and interdepartmental coordination. Clarify roles and empower program managers to take greater ownership of their responsibilities through coaching, knowledge-sharing, and practical tools.

3. Lead a thoughtful organizational transition.

Build trust through transparent communication, active listening, sound judgment, and follow-through. Respect Villa's founder-led history and longstanding relationships in South Park while bringing the perspective and leadership needed to support organizational evolution. Develop a clear understanding of the organization's strengths, challenges, and opportunities to inform a successful transition to a permanent Executive Director.

Qualifications and Leadership Approach

Villa Comunitaria seeks an experienced nonprofit leader who combines strong financial and operational management with a collaborative, community-centered approach. The successful candidate will bring the judgment to strengthen organizational practices and accountability while respecting Villa's community roots, staff expertise, and established relationships.

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Key Qualifications and Experience

Financial oversight and stewardship

Strong understanding of nonprofit financial management, including complex budgets, multiple funding streams, restricted funds, grants, public contracts, financial reporting, and compliance. Ability to assess financial risks, understand organizational financial performance, and support sound decisions about resource allocation and sustainability.

Operational improvement and change management

Ability to assess organizational structures and practices, clarify roles and decision-making authority, and implement practical improvements without creating unnecessary bureaucracy. Able to navigate shared decision-making and the interconnected operational and personnel responsibilities that arise when program managers lead their own programs.

Leadership development and team empowerment

Ability to coach and support program managers, strengthen management skills, delegate effectively, and establish appropriate accountability. Recognizes staff expertise and existing strengths while helping individuals and teams take greater ownership of their work.

Leadership Approach and Values

Community-centered leadership

Respects Villa's mission, community roots, and longstanding relationships in South Park. Values local knowledge, cultural understanding, community trust, and continuity of services.

Emotional intelligence and sound judgment

Navigates uncertainty with composure, listens openly and without defensiveness, communicates transparently, acknowledges knowledge gaps, and asks thoughtful questions. Builds confidence through sound judgment, consistency, and follow-through.

Adaptability and constructive change

Brings fresh perspective, energy, and appropriate urgency while distinguishing necessary changes from practices, relationships, and organizational strengths worth preserving. Adapts leadership approaches to the organization's needs and circumstances.

Values-driven and ethical leadership

Demonstrates a commitment to equitable, ethical, and mission-aligned decisions. Recognizes contributions across teams and ensures that organizational priorities, resource allocation, and leadership practices reflect Villa's values.

Relevant Experience

The successful candidate will bring relevant experience leading organizations through transition, strengthening operational and financial practices, and preparing teams for their next phase of leadership. This experience may include:

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Leading a community-based nonprofit through complexity or change. Senior leadership experience overseeing multiple programs, teams, funding sources, and organizational priorities, with the ability to assess organizational strengths and challenges, set priorities, and maintain continuity during transition.

Navigating a founder-led leadership transition. Experience managing the organizational, cultural, and relational dynamics that arise when a founder or long-standing leader departs, while honoring established relationships, preserving community trust, and strengthening leadership capacity beyond any one individual.

Strengthening organizational systems and accountability. Experience assessing existing practices, clarifying roles and decision-making authority, and implementing practical improvements that strengthen coordination and accountability without undermining staff expertise, community relationships, or organizational culture.

Developing and empowering staff leaders. Experience coaching managers, building leadership capacity, and supporting staff in taking greater ownership of their work while recognizing existing talent and creating opportunities for internal leadership development.

Turning assessment into practical action in a community-rooted organization. Experience identifying risks and opportunities, distinguishing urgent needs from longer-term priorities, and implementing realistic improvements within a defined period while respecting local knowledge, organizational history, and community relationships.

How to Apply

Interested candidates are invited to submit a resume and cover letter describing their relevant experience and interest in leading Villa Comunitaria through this interim leadership transition.

Please submit application materials to board2026@villacomunitaria.org by **November 23, 2026 by 11:59pm.** Questions about the position may be directed to the email above.

Villa Comunitaria is committed to equitable and inclusive hiring practices and welcomes candidates whose experiences and perspectives reflect the communities it serves.