

# Urban Bridges – Interim Executive Director

## Position Overview

Urban Bridges is seeking an **Interim Executive Director** to provide immediate administrative leadership and problem-solving as well as support for the Board as it develops a strategic plan for impact and sustainability. This is a **three-month contract** position with the possibility of permanent employment.

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## About Urban Bridges

Urban Bridges, Inc. is a nonprofit support program that began as a charitable arm of **Trinity Episcopal Church** in Haverhill, Massachusetts. We are located in an urban, low-income, multi-cultural and multi-lingual neighborhood. Our work includes:

- **The Academy of Creative Arts at Trinity (ACAT)** – free after-school arts program serving children and youth, launched in 2009
- **Dinah's House** – crisis response, ESL and digital literacy classes, and community-building for marginalized women, launched in 2016
- **Food Forward** – a new food preparation training program launching in 2026

### Our Mission:

The purpose of Urban Bridges is to empower low-income women, children and families by further developing their innate capacity for creativity, communication, self-reliance and community connection. We provide a continuum of services to nurture and empower women and children in the Greater Haverhill community, offering safe, stimulating learning environments and supportive spaces for neighborhood families. Our aim is to build strong and mutually respectful relationships, contribute to a just and equitable society, and live with a sense of hope and promise.

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## Qualifications

The ideal candidate will:

- Be passionate about Urban Bridges' mission.
  - Have proven success in managing a small nonprofit organization.
  - Be a strategic thinker and practical problem-solver who can guide Urban Bridges toward financial sustainability.
  - Have demonstrated fundraising experience and capacity.
  - Possess strong organizational and financial management skills.
  - Exhibit a collaborative leadership style, working effectively with the board, staff, and volunteers.
  - Multi-lingual is a plus.
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## Key Responsibilities

- Support and guide current staff and volunteer teams to ensure successful program implementation this Fall.
  - Partner with board members and volunteers to guide the organization in making near-term strategic decisions and developing a clear implementation plan.
  - Assess and improve office management practices, resolving issues and establishing sound, well-documented procedures.
  - Collaborate with the board, staff, and contracted program leaders to evaluate existing programs and propose improvements based on community needs and opportunities.
  - Monitor application and reporting deadlines for existing grants and ensure timely submissions.
  - Identify additional prospective funding sources, including individuals, foundations, and corporations, and develop an effective near-term plan to broaden funding base, in consultation with the board.
  - Oversee financial management, budgeting, and fiscal accountability.
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## Compensation and Work Expectations

- **Contract:** 32 hours/week at \$36/hour (Incumbent will be an independent contractor)
  - **Location:** Primarily in-person, with up to 25% remote work possible
  - **Schedule:** Some evening meetings required
  - **Term:** October 1 – December 31, 2025 (possibility of renewal)
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## How to Apply

Please submit your **resume**, **cover letter**, and **three references** (at least two professional) to:

 [admin@urbanbridges.org](mailto:admin@urbanbridges.org)

**Application Deadline:** September 4, 2025

