



Request for Proposals

Released 1-26-2026

Interim Executive Director

Human Services Chamber of Hamilton County

The **Human Services Chamber of Hamilton County (HSCHC)** is seeking proposals from a qualified consultant or independent contractor to serve as **Interim Executive Director**. This role will lead day-to-day operations, steward chamber responsibilities, and provide business continuity during a period of organizational transition.

About the Chamber

The Human Services Chamber of Hamilton County is a collective voice for nonprofit human service organizations. HSC advances advocacy, collaboration, and capacity-building to strengthen services and outcomes for individuals and families across the region.

Role Overview

Reporting to the Chair of the Board of Directors, the Interim Executive Director will be responsible for overseeing daily operations, supporting strategic priorities, and maintaining strong relationships with members, partners, and stakeholders throughout the transition period.

Key Responsibilities

- Provide organizational leadership and management of day-to-day operational activities
- Steward committee meetings in partnership with committee chairs
- Respond to requests for information or presentations directed to committees, often originating from elected officials, government representatives, and major funders in the Cincinnati region
- Respond to member inquiries seeking information, guidance or support
- Partner closely with the Board of Directors to remain aligned with existing priorities and member expectations, steward emerging priorities and manage member requests
- Support staff and contractors, as applicable, including oversight of membership invoices, meeting scheduling, and budget stewardship
- Maintain relationships with members, funders, and community partners
- Assist with transition planning, as appropriate

Desired Qualifications

- Senior leadership experience in nonprofit, association, or public-sector settings
- Knowledge of human services and the nonprofit ecosystem
- Experience working with boards of directors
- Interim, transitional, or consulting leadership experience preferred
- Strong communication, facilitation, and relationship-building skills
- Ability to step into leadership quickly
- Access to necessary infrastructure (computer, phone, IT, etc.) to fulfill this contracted role
- Capacity to track hours and submit invoices to HSCHC

Engagement Details

- **Type:** Independent contractor
- **Start Date:** As soon as available
- **Duration:** 3-4 months, with potential extension
- **Time Commitment:** Part-time (approximately 20 hours per week)
- **Compensation:** Competitive and commensurate with experience

Final terms will be outlined in a Statement of Work with the selected candidate.

Submission Process

Submissions should include:

- A brief letter of interest, including proposed compensation
- Resume, CV or statement of capability describing relevant experience and approach

Send submissions to admin@humanserviceschamber.org with the subject line:

Interim Executive Director Application

Submission Deadline: February 16, 2026

Selection

A committee of the Board will review submissions. Selected finalists may be invited to interview and provide references. HSCHC is committed to an equitable and inclusive selection process.