

Interim Executive Director

The Sylvia Center

Bronx, NY (Hybrid)

Salary: \$200,000 annualized | Prorated for engagement length



The Organization

The Sylvia Center (TSC)'s vision is to create healthy communities through the power of cooking. Our mission is to educate young people and families through culinary programming that promotes health and well-being. Our organization empowers children and teens to take control of their health through better food choices and encourages them to be healthy food advocates in their communities.

TSC partners with community-based organizations and schools to deliver nutrition-focused culinary programming across all five boroughs of New York City, the Hudson Valley, and the Capital District. A 501(c)(3) nonprofit organization with an operating budget of over \$2 million, TSC serves youth ages 2–24 and their families, and has reached more than tens of thousands of participants since its founding in 2007.

The Transition

After almost four years of dedicated leadership, Executive Director Barbara Glassman will be departing at the end of June 2026. Under her tenure, the organization achieved new levels of program quality, financial stability, and operational strength. The board is conducting a thoughtful search for an Interim Executive Director to bridge this transition, with a parallel process planned to identify the long-term Executive Director to follow.

Founded	Annual Budget	Locations
2007	~2M	Bronx, NY & Kinderhook, NY

The Position

The Interim Executive Director will serve as the organization's chief executive through a defined transition period, expected to begin June 2026. The interim reports to the Chair of the Board of Directors and works on board-established priorities throughout the engagement.

Fundraising is the central operational priority for this role. The interim will step into an active development calendar, including the annual Farm Event in August and early planning for the spring gala, which represents approximately 25% of the organization's annual revenue. The board is also looking to the interim for assessment and recommendations on longer-term development staffing and strategy.

On the program side, The Sylvia Center's staff and systems are strong. The interim will provide executive oversight and support continuity but is not expected to drive programmatic change. The focus is on stability and positioning the organization well for the incoming long-term leader.

Organizational Leadership and Stability

- Serve as the day-to-day leader of the organization during the transition period, maintaining confidence among staff, board, and partners.
- Provide clear and consistent communication to staff about the transition, the search process, and organizational priorities.
- Manage a team spanning New York City and upstate New York, fostering cohesion across locations.
- Ensure the organization is positioned for a strong handoff to the incoming long-term Executive Director.

Fundraising and Development

- Lead or closely oversee fundraising activities during the interim period, including the annual Farm Event (August 2026) and early planning for the spring (March 2027) gala.
- Maintain and steward relationships with major donors, corporate partners, and foundation funders.
- Assess development infrastructure and provide recommendations to the board on staffing and strategy going into the long-term ED search.
- Coordinate with any interim development support resources the board may engage.

Finance and Operations

- Oversee financial management in partnership with the board finance committee and external finance team.
- Ensure sound budget management and fiscal accountability.
- Manage organizational operations including scheduling, grant reporting, and contract compliance.
- Oversee grant writing processes, including August and September grant cycles that require executive level review.

Board Partnership

- Serve as the primary staff partner to the board and executive committee throughout the transition.
- Support the board's long-term ED search process by providing organizational context and insights informed by the interim experience.
- Help orient the incoming long-term Executive Director to the organization's culture, staff, and priorities.

THE IDEAL CANDIDATE

The Sylvia Center is looking for a steady, experienced leader who can walk into a healthy organization and keep it that way. The priority is stability, not reinvention. The ideal candidate brings senior nonprofit management experience, strong interpersonal skills, and the confidence to sustain the organization while a long-term leader is identified.

Interim or Transition Experience

Has served in an interim, acting, or bridge leadership capacity before, or has led an organization through a significant transition. Understands the rhythm and purpose of interim work.

Fundraising Acumen

Brings direct experience with nonprofit development, including major donor relationships, event oversight, and foundation fundraising. Comfortable stepping into an active fundraising calendar.

People-Centered Leadership

A warm, grounded communicator who earns the trust of staff quickly. Understands that during a transition, how people feel matters as much as what gets done.

Financial Management

Comfortable with nonprofit budgets, financial reporting, and board-level fiscal accountability. Can provide steady oversight in the absence of an internal finance lead.

Multi-Site Management

Experience managing teams or programs across multiple locations. Able to maintain connection and coordination between city-based and upstate operations.

Operational Fluency

Can manage day-to-day organizational functions with minimal administrative support. Self-directed and organized, with the judgment to know what to delegate and what to hold.

Additional Qualifications

- Minimum ten years of nonprofit leadership experience, with significant time in an executive or senior management role
- Demonstrated track record in fundraising, including direct major donor engagement and event management.
- Prior experience in food, culinary, public health, or youth development sectors is a plus.
- Strong written and verbal communication skills
- Familiarity with New York City's nonprofit and philanthropic landscape
- Ability to begin mid-June 2026

WHO WE ARE

Work Environment

The Sylvia Center operates on a hybrid schedule, with in-office days currently set on Tuesdays and Wednesdays. The interim will be expected to maintain a visible presence consistent with organizational culture and the needs of the team, with flexibility to adjust during the summer months.

Our Commitment to Diversity, Equity, and Inclusion

The Sylvia Center is committed to building a team that reflects the communities it serves. Candidates of all backgrounds are encouraged to apply. The organization values lived experience and recognizes that leadership can take many forms.

COMPENSATION AND BENEFITS

This is a part-time interim engagement, structured on an independent contractor basis. The annualized salary equivalent is \$200,000, prorated on a weekly basis for the duration of the engagement. Benefits are not included, consistent with standard interim practice.

TIMELINE AND NEXT STEPS

The Sylvia Center has engaged DRG Talent to conduct this search. If you are interested in this opportunity, please submit a resume and a brief statement of interest using the link below.

All applications will receive a confirmation of receipt. Candidates selected for an initial conversation can expect to hear from DRG by mid-May 2026.

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[Submit an application](#)

