



## **Anson County Partnership for Children Job Description**

**Job Title:** Executive Director

**Employment Status:** Full-Time/Administration

**Effective Date:** Open until filled

**Salary Range:** Based on Education and Experience

**Job Statement:** The Anson County Partnership for Children (ACPC) Board of Directors seeks a strategic, hands-on leader to bring the organization into a new era. The Executive Director will provide effective leadership and administration for Partnership programs, including the NC-PreK program and the Smart Start initiative. The Executive Director is also responsible to the Board of Directors for managing the entire nonprofit organization, including fund development, strategic planning, human resources, finance, and communications.

The Executive Director will lead, coach, and manage a dedicated staff of highly skilled professionals. The Board seeks a mature leader who shares in the joy and wonder of early childhood. The Executive Director will have strong communication skills and be grounded in professional relationships of trust and authenticity. Impeccable organizational skills, immense flexibility, and strong collaboration with community partners are essential for success.

### **Duties include, but are not limited to:**

- Works with the board and staff to ensure the mission is fulfilled through programs, strategic planning, and community outreach.
- Collaborates with the Board to lead regular strategic planning processes; responsible for guiding the implementation of the organization's vision, mission, and strategy.
- Responsible for enhancing the Partnership's image by being active and visible in the community and working closely with other professional, civic, and private organizations.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary to function properly and make informed decisions.
- Cultivates sufficient financial resources to ensure the organization's sustainability and effectiveness.
- Responsible for fiscal management that anticipates operating within the approved budget, ensures maximum resource utilization, and maintains the organization in a favorable financial position.
- Responsible for hiring competent, diverse, qualified staff and leading a professional, supportive workplace culture that promotes job satisfaction and retention.
- Responsible for signing all notes, agreements, and other instruments made and entered into on behalf of the organization, including contracts with funders and subcontracting agencies/organizations.
- Responsible for establishing and maintaining up-to-date employment policies and procedures for all functions and the Partnership's day-to-day operations.
- Establish and maintain relationships with various organizations throughout the county and state and leverage those relationships to enhance the Partnership's mission strategically.
- Oversee the organization of all Board committees and the NC Pre-K Committee.
- Other duties as assigned by the Board of Directors.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements below represent knowledge, skills, and/or ability. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Specific Requirements:**

- Ability to convey a vision of the Partnership's strategic future to the staff, Board, volunteers, and donors.
- Solid hands-on budget management skills, including budget preparation, analysis, decision-making, and reporting.
- Strong organizational abilities, including planning, delegating, program development, and task facilitation.
- Knowledge of fundraising strategies and donor relations unique to the nonprofit sector.
- Ability to engage diverse volunteer and donor groups from all walks of life.
- A Bachelor's Degree from an accredited college is required; a Master's Degree is preferred in public administration, early education, business, public policy, education, or human services-related fields.
- At least five years of experience in management, with at least 3 of these years supervising staff with total responsibility for performance reviews required.
- Knowledge of the NC Smart Start Initiative and the NC Pre-Kindergarten Program is preferred;
- Comfortable using Microsoft Office products, including Excel, Word, Outlook, and PowerPoint; knowledge of best practices in social media and other communications tools is essential.
- Lives in or is willing to relocate to Anson County within four months of being hired.

**Certifications, Licenses:** Valid driver's license.

**Physical Demands:** Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is regularly required to sit, speak, hear, stand, and walk. The employee must occasionally lift and/or move up to thirty pounds. Specific vision abilities this job requires include close vision and the ability to adjust focus.

**Work Environments:** The work environment characteristics described here represent those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The Anson County Partnership for Children is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. ACPC makes hiring decisions based solely on qualifications, merit, and business needs at the time.

To apply, please submit a cover letter, resume, and salary requirements to Roshunda Terry, Board Chair, at [ansonecrc@ansonchildren.org](mailto:ansonecrc@ansonchildren.org). **No inquiries via social media or phone, please.**