



Alamance Partnership for Children

Executive Director Job Description

OVERVIEW

The Executive Director (ED) serves as the leader of the organization and is its primary public representative as well as its contract administrator. Accountable to the Board of Directors, the ED provides professional leadership through effective strategic planning and collaboration within the community. The ED ensures the Alamance Partnership for Children (Partnership) works to fulfill its mission and creates strategies to secure its future success. The ED is accountable for the programmatic and fiscal integrity of the Partnership in keeping with the philosophy set by the Board of Directors.

DUTIES AND RESPONSIBILITIES

Administrative

- Demonstrate a clear understanding of the Partnership's mission and confidently focus others (staff, board, and stakeholders) on the priorities of the agency.
- Effectively oversee all programmatic, financial, and personnel functions, ensuring the Partnership's compliance with applicable regulation, policies, and contractual requirements.
- Provide administrative oversight for the planning, development, and maintenance of the Partnership budget and, within established guidelines, ensure efficient utility of all staff, services, supplies, and equipment.
- Administer and manage diversified sources of funding (e.g. federal, state, local, private) and show responsibility for regulatory compliance.
- Direct the most effective and impactful allocation and utilization of funds to ensure maximum outcomes for children and families.
- Interpret and properly apply all federal, state, and local mandates as they relate to the operation of a non-profit 501c 3 entity in North Carolina.

Leadership

- Build a knowledgeable and experienced team to implement and support all Partnership programming. This includes:
 - making sound hiring decisions,
 - setting salary levels that fully compensate for work desired,
 - providing strong mentorship,
 - clearly establishing performance goals,
 - conducting employee counseling in a motivating fashion,
 - providing professional development opportunities, and
 - initiating disciplinary action as necessary.

Community Partnerships

- Professionally represent the Partnership in a number of diverse settings, including active participation in industry and/or community associations and events.

- Demonstrate an ability to convene a diverse set of stakeholders for community impact.
- Actively network and continuously renew and build relationships that create opportunities that align with the Partnership's mission and strategic plan.
- Demonstrate political awareness regarding early childhood policies on local, state, and federal levels.
- Serve as subject matter expert and thought leader regarding early childhood issues.

Board Development

- Develop, maintain, and support a strong Board of Directors.
- Assess the strengths and interests of the Board members to leverage their unique talents.
- Seek and build Board involvement with strategic direction and fund development.
- Serve as ex-officio of Executive, Governance, and Planning and Evaluation committees.

DEMONSTRATED PERSONAL CHARACTERISTICS

- Ability to be a visionary leader who "sees the big picture" and inspires others toward the Partnership's mission;
- Demonstrates sound judgment;
- Perceived by others as an effective leader;
- Results-oriented with a multi-task aptitude;
- Able to build consensus and develop collaboration among diverse groups;
- Comfortable working under deadline pressure;
- Relates well with others and promotes a positive demeanor;
- Exhibits a strong sense of cultural diversity;
- Respects confidentiality as necessary;
- Problem-solver, creative and forward thinking;
- Self-motivated with demonstrated high maturity level;
- Reliable with regular attendance at work;
- Professional appearance suitable for an office environment.

QUALIFICATIONS:

Education and Experience

The North Carolina Partnership for Children Board of Directors adopted required qualifications for Executive Directors in 2003. The qualifications were revised in 2009. Executive Directors hired after March 19, 2009 must meet the minimum education, training, and experience requirements set forth below:

- Must possess at least a Bachelor's Degree in Business Administration or related business field, Public Administration, Public Policy, Education or Human Services-related field; Masters preferred in the areas above.
- At least three years' experience in management with at least two of these years supervising staff with total responsibility for performance reviews required.
- Experience in financial administration required.
- Proven ability to implement and manage fund development strategies.
- Experience working with a non-profit board of directors preferred.

KEY COMPETENCIES:

- Effectively communicate through the development of reports, correspondence, and presentations;
- Relate to people in a manner as to win confidence, support, and understanding in the purposes, programs, and goals of the organization;

- Prioritize and manage multiple tasks requiring extensive follow-up and timely completion of all projects;
- Exercise initiative and sound judgment in decision-making and delegation of responsibilities.
- Experience in nonprofit board governance and working with governing boards.
- Proven fund development and grant writing experience for the nonprofit sector is desired.
- Thorough understanding of all aspects of Human Resources (employment legislation, performance management, compensation).
- Able to make tough decisions based on a sound rationale and a consistent philosophy.
- Possess strong written and verbal communication skills.
- Competent in all applications of Microsoft Office.
- Demonstration of proper use of English language, business English composition, spelling and punctuation.