JOB DESCRIPTION

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| **Position Title:**  Executive Director | **Status:**  Exempt |
| **Reports to:**  Board Chair |
| **Position Overview:**  The Executive Director is the leader and chief spokesperson for the organization. He or she reports to, and is accountable to, the Chair of the Board and the Board of Directors. The responsibilities are carried out in accordance with direction provided by the Board of Directors and within established guidelines so that organizational objectives are achieved (adherence with business and TQS standards). | |
| **Essential Functions:**   * Serve as the principal professional resource to the Board of Directors and key committees, communicating regularly and openly with the Board * As chief spokesperson, represent the organization to the community and foster a good relationship and image among its stakeholders (school districts, community partners, etc.), clients and the general public * Create a culture of partnership between Board and staff based on genuine trust and respect for each other * Implement the policies established by the Board of Directors through administration of the organization, its activities and participate in all Board meetings * Manage day-to-day operation of the organization, delegating responsibilities as necessary to effectively serve the organization’s clients, accomplish its goals and manage implementation of CIS Model * Ensure financial policies and procedures are followed and serve as primary support to the Finance Committee * Oversee & participate in the implementation of fundraising plans to secure adequate funding. * Coordinate and manage deliverables for all grant/funding opportunities * Charged with hiring, evaluating, administering employee benefits and handling other personnel matters. Develop, establish and utilize organizational performance measurement standards; report results to Board and staff; and make necessary changes based on results * Responsible for recruiting & training local community volunteers * Provide oversight for the financial affairs of the organization. This includes, but is not limited to, adhering to the established budget and ensuring preparation of statements of financial position * Direct and monitor the implementation of strategic plans into tactical actions/activities. Present status on implementation to the Board on a quarterly basis. * Participate in personal and professional staff development, including CISNC and National CIS trainings | |
| **Necessary Skills:**   * Knowledge of nonprofit financial statements, budgeting process and accounting procedures * Strong leadership, organizational and analytical abilities * Demonstrated decision making experience * Business acumen with experience managing at least 2 or more employees * Ability to relate well to people of diverse backgrounds and exhibit genuinely warm and approachable behavior * Awareness of the needs of kids and knowledge in youth development * Strong written and verbal communication skills * Persuasive and passionate communicator with excellent interpersonal skills * Strong local community connections in education, social service and/or the business community to ensure fundraising goals are met * Ability to see, hear, speak and travel: up to 50% * Must be able to lift 20 pounds | |
| **Required Education/Experience:**   * Bachelor’s degree (Master’s preferred) in public administration, education, social services, business or related field is required * Five to seven years demonstrated successful leadership and management in nonprofit/education/business or related environment including management of budgets * Awareness and concern for the needs of children, youth and their families * Past success working with Board of Directors and the ability to cultivate relationships with Board Members * Valid North Carolina driver’s license and insurance * Technologically proficient in all office technology systems including developing spread sheets, word processing, email, Skype, and Facetime | |

*NOTE: The above information is intended to describe the most important aspects of the job. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required in order to perform the work.*

*I understand and agree to carry out the responsibilities described in this Job Description.*

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Signature of Executive Director Date

*We are an equal employment opportunity employer and do not discriminate against any person because of race, color, creed, religion, sex, national origin, gender, gender identity, sexual orientation, disability, age, genetic information, or any other characteristic protected by law (referred to as "protected status"). This nondiscrimination policy extends to all terms, conditions and privileges of employment as well as the use of all company facilities, participation in all company-sponsored activities, and all employment actions such as promotions, compensation, benefits and termination of employment.*