



Title: Executive Director \$55,500- \$92,500

Direct Supervisor: Board of Directors

## **THE ORGANIZATION**

The Partnership for Children of Lincoln and Gaston Counties (PFCLG) is a partner in the Smart Start network. We are building the pathway to school success with a vision that each child in Lincoln and Gaston County will enter school safe, healthy, and ready to succeed.

To achieve positive outcomes for children and families, we support safe, nurturing, and engaging early learning and development for children prenatal through age 5. We leverage state and other funds to effectively support the diverse needs of children and families in Lincoln and Gaston County. We support and collaborate with other organizations in the county who are working with us on this mission. We also administer the NC Pre-K program, serving over 1192 children.

## **THE OPPORTUNITY**

The Board of PFCLG is seeking an innovative, collaborative leader with a passion for early childhood development, equity, and community engagement. The current Executive Director is retiring at the end of March 2021 and the next Executive Director will have tremendous support for this transition which includes:

1. A Plan approved by the Board that provides the guidance for the next 12+ months of operations during COVID 19.
2. A passionate and talented staff who are continuing to serve the children of Lincoln and Gaston County while pivoting as needed.
3. A Program Officer at North Carolina Partnership for Children to be a resource and provide a well-developed transition plan to support the new leader.

Lincoln and Gaston County is a diverse community with significant backing and exciting partnerships working to provide high quality early childhood development for every child. Acting in a manner that is consistent with being a leader in a children's charity at work and in the community, this person serves as the face of the Partnership and is responsible for upholding its reputation. The new Executive Director will be a key leader in moving this important work forward for Lincoln and Gaston County children.

## **ACCOUNTABILITIES**

### **LEADERSHIP AND STAFF DEVELOPMENT**

- Demonstrate a clear understanding of the Partnership's vision and mission, and confidently focus others (staff, board, volunteers) on the priorities of the agency.
- Provide strong mentorship to agency employees; able to clearly establish performance goals, monitor progress, and coach employees to a high standard by providing the performance feedback and recognition that is important to their success, engagement, and retention while aligning their work with the organization's needs.

- Assess the strengths and interests of board members and volunteers and leverage their unique talents.
- Create an inclusive environment by actively soliciting other opinions.
- Be accountable to staff and board while also holding others accountable for their responsibilities and ensuring that programming aligns with state mandates.
- Have a vision for PFCLG and collaboratively develop the next strategic plan for the Partnership.
- Clearly discern and articulate the relevant agency issues to the board and provide the required background and education to support decisions.
- Similarly, communicate the impact of board activity and decisions to agency employees to facilitate internal alignment and engagement.

### **COMMUNITY PARTNERSHIPS**

- Actively network, continuously renew and build relationships that create opportunities (funding, program, volunteer) for the Partnership by engaging people through positive energy and visibility in the broader community.
- Demonstrate a sensitivity to the communication needs of others; able to relate and establish a 'connection' with different types of people and groups (kids, parents, community, volunteers, staff, board members, and media).
- Demonstrate: political astuteness in crafting and delivering the appropriate message to each audience and confidence, clarity, and conviction in public speaking as we build partnerships.
- Serve as a subject matter expert and thought leader on early childhood issues with a focus on working to ensure that all children pre-natal to age five in Lincoln and Gaston Counties (PFCLG) grow and excel.

### **FINANCIAL MANAGEMENT**

- Oversee with fidelity a very detailed, highly regulated financial model.
- Provide support for existing systems for grant management.
- Manage and leverage the Partnership's reserves for the benefit of the community and the agency.

### **FUNDRAISING**

- Develop and implement a fundraising strategy.
- Set the tone for development of marketing materials that are accurate, inclusive, and representative of PFCLG's mission and values.
- Deepen and refine all aspects of communications—from web presence to external relations with the goal of creating a stronger brand.

### **BOARD DEVELOPMENT**

- Develop, maintain, and support a strong Board of Directors; serve as ex-officio of each committee; seek and build board involvement with strategic direction and fundraising.

## **REQUIREMENTS**

### **EDUCATION REQUIREMENTS**

Candidates must possess a bachelor's degree (graduate degree preferred) in business administration or related business field, public administration, public policy, education, or human services-related field (early childhood and/or education experiences preferred.)

## **EXPERIENCE REQUIREMENTS**

Candidates must have a minimum of ten years relevant, progressively responsible leadership experience in management and financial administration with at least five years of supervisory experience.

## **KEY COMPETENCIES**

- Experience in nonprofit or state government financial administration and management, including responsibility for developing and managing diversified sources of funding (e.g. federal, state, local, private) and responsibility for regulatory compliance.
- Experience managing early childhood programs.
- Experience convening stakeholders for community impact.
- Working with diverse community stakeholders.
- Experience in nonprofit board governance and working with governing boards.
- Proven fundraising and grant writing experience for the nonprofit sector is desired.
- Demonstrate an appreciation for the policies, legislation and practices that govern the operation of the agency, (e.g. Financial), and ability to communicate and oversee the application of them to minimize risk to the agency.
- Demonstrate a thorough understanding of all aspects of Human Resources (employment legislation, performance management, compensation); able to make tough decisions based on a sound rationale, and consistent philosophy.
- Strong written and verbal communication skills.

## **TO APPLY**

We are committed to cultivating a workplace in which diverse perspectives and experiences are welcomed and respected. We are proud to be an Equal Opportunity Employer. We do not discriminate on the basis of race, color, religion, creed, ancestry, national origin, sex, age, disability, marital or veteran status, sexual orientation, gender identity, political ideology, or membership in any other legally protected class. We strongly encourage individuals with diverse backgrounds to apply. We encourage you to apply as soon as possible and as applications will close on **April 15, 2021 at 5:00 PM**. The Partnership Executive Director Job Description can be forwarded upon request via email to any interested candidates.

The Partnership will receive resumes and a cover letter via secure email. For confidential consideration, please send your resume and a cover letter to [pfclgedsearch@pfclg.org](mailto:pfclgedsearch@pfclg.org)