



Executive Director Job Description

Purpose: The executive Director ensures that Person County Partnership for Children sustains itself financially, that PCPFC works to further its mission of developing long range collaborative commitments among all organizations, agencies and providers contributing to age 0-5 early childhood services, attempting to maximize the comprehensives, effectiveness, quality, access , delivery and implementation of those services. The director ensures also that PCPFC is represented in the community and the PCPFC policies reflect the collaborative principle. The Executive Director actively advocates for higher quality early childhood experiences working with local, state and national officials and organizations as appropriate; participates and presents to relevant conferences; and promotes the growth of PCPFC staff members through training opportunities and information about current early childhood issues and policies. The Executive Director reports to the PCPFC Board of Directors and ensures that PCPFC staff members are implementing policies as approved by the Board.

Qualifications:

1. At least a bachelor's degree in Child Care, Business Administration, Public Administration, Public Policy, Social Work or related fields. Master's degree preferred. (see NCPC requirements for Local Partnership Directors)
2. A minimum of (5) five years of experience in the administration of a non-profit, tax exempt organization, preferably an organization providing services to young children and their families. Administrative abilities include organization/supervision of staff and volunteers and financial management.
3. Familiarity with early childhood issues on the national, state, and local levels.
4. Familiarity with the legislative process in North Carolina.
5. Experience in developing and implementing collaborative projects.
6. Experience and success in grant proposal writing as well as the vision to formulate proposals.
7. Ability to represent PCPFC to the community by writing position statements, participating in community advisory board, etc. Must be comfortable speaking public, presentations before funding sources, speaking about "the communities early childhood needs" before various groups, etc.
8. Understanding of Early Childhood Education, developmentally appropriate practice, nutrition, health, and family support needs and services of young children and their families.
9. Computer literate. Able to function with experienced office support staff.
10. A reliable automobile at his/her disposal and valid NC driver's license. Ability to travel and to attend meetings before and after regular working hours.

Job Responsibilities:

1. Supervise PCPFC staff and manage agency projects and operations, budget, and financial management.
2. Plan annual/quarterly/monthly agency project objectives and develop strategies to accomplish the objectives.



3. Plan, develop and coordinate fund-raising activities of the agency with the Board of Directors.
4. Make application and presentations to routine funding sources.
5. Develop/Evaluate PCPFC policies and procedures of Board Approval.
6. Supervise the preparation and submission of reports to funding sources as requested/required.
7. Foster collaboration of community agencies, institutions, and families in the pursuit of our mission.
8. Represent PCPFC and the interest of quality, affordable early childhood services to the community and attend national meeting and forums.
9. Develop quarterly PCPFC Board agenda with the PCPFC President and Executive Committee.
10. Attend all PCPFC Board and sub-committee meetings.
11. Perform all other duties of the organization as needed.

For confidential consideration, please send your resume and a cover letter to Pcpfcsearch@gmail.com
We encourage you to apply as soon as possible and no later than October 27, 2020 at 4pm.