

Children First/Communities In Schools of Buncombe County

Job Description

Title:	Executive Director
Reports to:	President, Board of Directors
Program:	Administration
Hours:	FT, 37.5 hours a week, some nights and weekends required
Salary:	High \$50,000s
Office Location:	Administrative Office downtown;
Benefits:	Health insurance, life insurance; 12 paid holidays; vacation and 12 sick days
To Apply:	Please submit a resume, cover letter and 3 professional references to CFCISedposition@childrenfirstbc.org

Overall Responsibility

Management responsibility for the entire organization including financial and resource development, implementation and evaluation; human resources and program development.

Key Areas of Responsibility

- Vision, Mission, and Strategies -
 - Working with the Board and staff, the ED will oversee the implementation of annual and strategic planning to guide the organization towards achievement of its vision and mission.

- Board Relations
 - Provide on-going support to the Board of Directors through development and maintenance of relationships; attend and support Board, Executive and Board Development Committee meetings.
 - Support and facilitate the work of the Board and its committees.

- Resource Development
 - Create and implement annual resource development plan with Funding & Development Committee and Director of Resource Development that includes cultivation of donors, individual, corporate, faith, civic, United Way and private foundations.
 - Ensure that reporting requirements to funders are fulfilled

- Fiscal Management
 - Ensure that solid planning and budgeting systems are in place to ensure that income is managed wisely to serve the organization's goals. The ED ensures that systems and staff are in place to accurately monitor, assess, and manage the financial health of the organization. The ED works closely with the Board, Treasurer, Finance Committee, and Finance Coordinator. This includes:
 - Creation and monitoring of annual budget in coordination with the Finance Coordinator
 - Monthly review of Financial Statements
 - Provide financial information to Board
 - Oversee annual audit
 - Monitor revenues & expenses
 - Regularly update the Financial Policies as needed with approval of the Board of Directors

- Program Oversight and Evaluation
 - Work with Director of Community Supports to develop, implement and evaluate programs
 - Participate in Community Advisory Council meetings
- Participate in Community Collaboration & Networking including
 - Facilitate and participate in community efforts to identify children and youth needs, develop advocacy strategies and promote community collaboration.
 - Network with community agencies and organizations to ensure liaison with related community initiatives and representation at community meetings
- Ensure the organization has adequate human resources whom are sufficiently supported, including;
 - Hire, train, supervise and terminate staff
 - Manage Employee Benefits (Compensation)
 - Regularly review and update the Personnel Policies & Procedures Manual as needed
 - Oversee performance review process
 - Oversee staff training and professional development
- Ensure the organization is presented positively to the community, including:
 - Oversee development and implementation of marketing plan and materials
 - Promotes organization activities through community speaking engagements
 - Represent the organization to the media
 - Represents the organization at community, state, and national functions
- Ensure that the organization is meeting all Communities In Schools TQS accreditation standards.
- Oversee and ensure the implementation of programs, projects and policies approved by the Board of Directors.
- Perform other duties assigned by the Board.

Required Qualifications

- A demonstrated passion for the well being and education of children and their families
- A personal zeal for visionary leadership based on strong and proactive strategic thinking
- A proven track record of leadership and management with at least five years of senior management experience
- Demonstrated fundraising and relationship building experience
- A high degree of financial literacy and financial management experience
- Experience in advocacy and public policy
- Collaborative leadership experience with an exceptional ability to build and maintain relationships and foster a spirit of cooperation with external partners and among board members and staff
- Exceptional written and verbal communication skills - strong interpersonal and public speaking skills and experience with diverse populations and multiple constituencies
- Demonstrated ability to work with and develop strong board leadership
- A Bachelor's Degree