



**EXECUTIVE DIRECTOR  
ABBEVILLE COUNTY FIRST STEPS TO  
SCHOOL READINESS**

**1. Job Purpose:**

Working with the Abbeville County First Steps Board, plans and manages activities related to the implementation of the Board's strategies to strengthen families, improve children's health and well-being, improve the quality of child care and early education opportunities, and help transitioning kindergarteners into school.

**2. Requirements:**

A. Excellent organizational, oral, written, financial management, and communication skills.

B. Knowledge of local community and grassroots development.

C. A passion for children and their education and development.

D. Proficient in Microsoft Office software programs including Word, Excel, PowerPoint, and Outlook

E. Possess grant writing and grant management skills and experience.

F. College degree in related field, with experience in developing and managing early childhood or human services programs; or an equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities

**3. Essential Duties:**

A. Under the overall direction of the Abbeville County First Steps Board, designs and directs the implementation of the Board's strategies to improve the quality of services and programs for early childhood development and education to ensure that children are ready to succeed in school.

B. Provides leadership and develops policies and priorities to manage the daily operations of the Abbeville County First Steps office to include the supervision of other staff and volunteers.

C. Within the guidelines and financial resources provided by the South Carolina Office of First Steps and private funding sources, develops an annual budget for the approval of the Abbeville County First Steps Board.

D. Seeks additional financial support from public and private sources through grant writing and fundraising opportunities.

E. Acts as the primary liaison and effective advocate with the South Carolina Office of First Steps and the Regional Fiscal Manager to ensure compliance with fiscal and legislative requirements.

F. Ensures and facilitates the prompt flow of information between the South Carolina Office of First Steps, the Regional Fiscal Manager, and the Abbeville County First Steps Board.

G. Works closely with the Abbeville County First Steps Board to develop the required reports and updates of local needs and resources assessments and evaluation plans to meet the annual requirements of the South Carolina Office of First Steps.

H. Executes and manages contracts with third parties within the guidelines of the South Carolina Office of First Steps and in accordance with local procedures.

I. Works closely with other related organizations within the County Partnership and with the general public to establish partnerships and seek their support for and awareness of First Steps and related activities.

Interested applicants should submit a cover letter and resume by email to **plg153@outlook.com**

This is a full time position that includes benefits.

All applicants selected will be required to pass a criminal background check.