

Do you have a passion for serving families with young children in Charleston County? Join the Charleston County First Steps Team! Our ideal candidate has a master's degree in Early Childhood Development or a related field; five years of experience in leading, developing, and managing nonprofit programs and services with an emphasis on early childhood programs; strong organizational, fiscal management and fundraising skills; and a knowledge of Charleston County with ability to establish strong collaborative relationships in our community. General duties will include leading and managing activities related to the Board's strategies to strengthen families, improve children's health and well-being, improve the quality of childcare and early education opportunities, and help transition rising kindergarteners into school. We offer comprehensive benefits, including health, dental, and retirement. This \$90K-\$100K salaried, full time, on-site position, starts December 2022. Resume and cover letter are required for consideration.

**CHARLESTON COUNTY FIRST STEPS
EXECUTIVE DIRECTOR**

Job Description:

The person in this position serves as the on-site leader, responsible for the management and administration of Charleston County First Steps Partnership to School Readiness (CCFS); directs and oversees the implementation of the First Steps School Readiness Initiative and all Partnership Programs. The six determinant areas of school readiness are Parenting, Family Strengthening, Health, Childcare, Early Education, and Transportation. The Executive Director is hired by and is responsible to the Charleston County First Steps Partnership Board.

Qualifications:

- Knowledge and experience working with children, families, and early childhood programs;
- Experience in organizational development, program and resource management, public relations, and evaluation;
- Experience working with the legislative process, elected officials and government agencies;
- Public speaking and communications skills to represent First Steps in both the public and private sectors;
- Experience in fiscal management, administering memorandums of agreement and request for proposals, grants and administering a large operating budget;
- Experience and a working knowledge of grant development, proposal writing and fundraising;
- Experience leading and managing a large staff;
- Experience working with boards, government agencies, volunteers, and other groups.
- A minimum bachelor's degree from an accredited college or university. Master's degree preferred.
- A minimum 5 years of experience in and successful track record of leading a nonprofit organization, government funded program, public agencies, or business. 3-5 years experience will be considered, depending on roll and background of employment.

Job Responsibilities:

- Be 100% on-site to lead, supervise, and manage all other staff of the organization. Develop job descriptions, hire and or dismiss staff, assign major work projects, encourage innovation, evaluate performance, implement personnel policies and procedures, and approve requested staff leaves.
- Build or strengthen relationships with community partners and staff.
- Develop and implement policies and procedures; manage the internal budget; manage grants, contracts, memorandums of agreement, and other related functions.
- Supervise and manage all finances and fiscal reporting requirements of the organization.
- Prepare an annual budget and oversee the audit process.
- Attend all meetings of the CCFS Board and serve as staff advisor to all committees of the Board.

- Report programmatic and fiscal matters to the Board monthly or as needed. Assist the Board in developing and implementing a comprehensive plan for program development, funding and implementation.
- Lead and supervise the administration of all programs and initiatives of the organization including:
 - the SCFS grant application/or renewal process;
 - filing of other required applications, reports etc.;
 - implementation of policies and procedures;
 - evaluation and outcome measurements;
 - fiscal accountability
- Oversee training and technical assistance to the board, staff, programs, and support services.
- Lead and supervise a broad-based outreach strategy and specific initiatives and event designed to increase community engagement, support, and participation.
- Supervise a communication system as a centralized way to acquire and disseminate information.
- Develop, supervise, and monitor an integrated marketing and communications plan.
- Develop effective strategies to raise funds and obtain resources for Charleston County First Steps Partnership.
- Act as the Board's liaison with the South Carolina First Steps State Office, the local community, and the public.
- Serve as a representative of the organization, and fulfill the role of leader, convener, coordinator, and innovator for the organization.
- Evaluate and monitor programs, operations, and management systems.
- Carries out all policies established by the governing Board and advises on the formation of these policies.

Job Relationships:

- The Executive Director is supervised by and reports directly to the Charleston County First Steps Partnership Board.
- The Executive Director is responsible for hiring, supervising, and managing all staff either directly or indirectly.

Evaluation of Performance: This position has a six-month probationary period and an annual evaluation. The six-month evaluation will include a comprehensive look at all job duties and responsibilities. The first full, annual evaluation will take place at the end of 12 months of employment.

Terms and Termination: CCFS is an “at-will” employer. That means that you and CCFS have the right to terminate the employment relationship at any time, with or without advance notice, and with or without cause. Employees also may be demoted or disciplined, and the terms of their employment may be altered at any time, with or without cause, at the discretion of CCFS. No one other than the Chair of the CCFS Partnership Board has the authority to alter this arrangement, to enter into an agreement for employment for a specified period, or to make any agreement contrary to this policy. Any such agreement must be in writing and must be signed by the Chair of the CCFS Partnership Board and by the affected employee.

You also must establish your identity and authorization to work as required by the Immigration Reform and Control Act of 1986 (IRCA).

Equal Employment Opportunity: CCFS provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy

applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Confidential Information: During the term of this Agreement and the course of performance of this contract, the Employee may receive and otherwise be exposed to confidential information relating to CCFS's business. Such information may include but is not limited to: CCFS's stakeholder support strategies; CCFS's financial and budgetary information; the CCFS's internal processes and methods; CCFS/ stakeholder's Agreements or personnel matters. In summary, the Employee will not reveal any of the CCFS's confidential information.

Other Requirements: The Employee must provide documentation for employment eligibility verification, a copy of proof of liability car insurance for vehicles owned/operated by the Employee, and proof of COVID-19 vaccine. The Employee must have the physical ability to perform the job responsibilities.