



Executive Director Job Description

The Executive Director of Chesterfield County First Steps provides visionary leadership and strategic direction to advance the organization's mission of improving school readiness and supporting the success of young children and families throughout the county. This role is responsible for guiding program development, fostering strong community partnerships, overseeing daily operations, and ensuring sound fiscal and organizational management. The Executive Director serves as the chief advocate for the organization, working collaboratively with the board, staff, funders, and community stakeholders to expand impact, strengthen resources, and promote high-quality early childhood initiatives that meet the needs of Chesterfield County.

Compensation band: starting \$65,000 - \$75,000 (full-time exempt) Benefits: Health insurance, state retirement, paid holidays, PTO.

Application Process: Interested applicants should email their resume and a cover letter to info@chesterfieldfirststeps.org. Applications will be accepted until the close of business November 22, 2026 and interviews for qualified candidates will begin in early November.

Role and Responsibilities

1. Organizational Leadership & Strategic Planning (30%)

- Direct implementation of the strategic plan and annual program goals
- Work with the Board to assess community needs and identify opportunities to improve school readiness outcomes
- Develop recommendations, policies, and procedures for board consideration
- Ensure compliance with all SC First Steps requirements, grant obligations, and applicable federal/state laws
- Maintain strong understanding of early childhood trends, best practices, and emerging community needs
- Reports directly to the Chesterfield County First Steps board

2. Community Engagement, Partnerships & Resource Development (20%)

- Serve as primary spokesperson and representative
- Build collaborative relationships with schools, childcare providers, healthcare organizations, government agencies, faith-based organizations, businesses, and nonprofit partners
- Coordinate fundraising activities and local match efforts in partnership with the Board
- Work with media and community organizations to increase visibility

3. Program Oversight & Quality Assurance (25%)

- Oversees the preschool director and assures quality assurance
- Leads the programmatic team which includes the Parents as Teachers team and oversees all programs
- Monitor program performance, outcomes, and compliance
- Ensure timely collection and submission of programmatic data and reports
- Support continuous quality improvement across all programs
- Work collaboratively with service providers and community partners

4. Fiscal Management & Administration (25%)

- Develop and manage organizational budgets
- Ensure sound financial practices and stewardship of public and private funds
- Prepare grant applications, budget revisions, procurement documents, and administrative reports
- Oversee office operations, technology, facilities, and administrative systems
- Ensure board compliance with nonprofit governance best practices and SC First Steps requirements
- Partner with the board on recruitment, orientation, training, and engagement

Education & Experience Requirements

- Bachelor's degree in nonprofit management or early education, public administration, business administration, or related field
- Minimum of five years progressively responsible leadership or management experience
- Experience managing budgets, grants, contracts, and organizational operations
- Experience building partnerships and working collaboratively with diverse stakeholders
- Valid SC Driver's License and reliable transportation
- Must pass applicable background checks
- Preference may be given to candidates residing in Chesterfield County

Physical Demands

Set up and break down materials at community events; lift up to 25 pounds; primarily office-based with regular travel throughout the county and occasional travel to SC First Steps in Columbia.

