



## Executive Director

### Overview of Local Partnership

York County First Steps, a local partnership of SC First Steps, is a nonprofit organization that works to ensure all children start school healthy and prepared to reach their highest potential.

### Compensation Band

This role is a full-time exempt position with a pay range of \$60,000 - \$70,000.

### Benefits

York County First Steps is a member of SC PEBA and offers PEBA health, supplemental, and retirement benefits. Paid holidays, paid annual leave, and paid sick leave are available.

### Application Process

Interested applicants should email their resume and a cover letter to [marydellhayes@stopgapsolutionsmd.com](mailto:marydellhayes@stopgapsolutionsmd.com). Applications will be accepted until the position filled and interviews for qualified candidates will begin as early as July 20, 2026.

### Role and Responsibilities

1. Organizational Leadership and Strategic Planning (30%)
  - i. Direct implementation of the York County First Steps strategic plan and annual program goals
  - ii. Work with the Board of Directors to assess community needs and identify opportunities to improve school readiness outcomes
  - iii. Develop recommendations, policies, and procedures for board consideration
  - iv. Ensure organizational compliance with all SC First Steps requirements, grant obligations, and applicable federal and state laws
  - v. Maintain a strong understanding of early childhood trends, best practices, and emerging community needs
2. Community Engagement, Partnerships, and Resource Development (20%)
  - i. Serve as the primary spokesperson and representative of York County First Steps
  - ii. Build and maintain collaborative relationships with schools, childcare providers, healthcare organizations, government agencies, faith-based organizations, businesses, and nonprofit partners
  - iii. Coordinate fundraising activities and local match efforts in partnership with the Board of Directors
  - iv. Work with media outlets and community organizations to increase visibility and public engagements

3. Program Oversight and Quality Assurance (25%)
  - i. Serve as the supervisor for Parents as Teachers
  - ii. Monitor program performance, outcomes, and compliance requirements
  - iii. Ensure timely collection and submission of required programmatic data and reports
  - iv. Support continuous quality improvement efforts across all programs and services
  - v. Work collaboratively with service providers and community partners to maximize impact
4. Fiscal Management and Administration (25%)
  - i. Develop and manage organizational budgets
  - ii. Ensure sound financial practices and stewardship of public and private funds
  - iii. Prepare grant applications, budget revisions, procurement documents, and other administrative reports
  - iv. Oversee office operations, technology, facilities, and administrative systems
  - v. Ensure board compliance with nonprofit governance best practices and SC First Steps requirements
  - vi. Partner with the board to support recruitment, orientation, training, and engagement

#### **Education (and/or Certification) and Experience**

- Bachelor's degree in education, public administration, nonprofit management, business administration, or related field
- Minimum of five years of progressively responsible leadership or management experience
- Must hold or obtain Parents as Teachers (PAT) Certified Supervisor status within six months of hire and maintain certification throughout employment
- 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 required
- Must pass applicable background checks

#### **Opportunity for Advancement**

York County First Steps values continuous learning and professional growth. Some of the opportunities include: SC First Steps leadership development opportunities, state and national early childhood conferences, and nonprofit management and governance skill building

#### **Physical Demands of the Position**

The Executive Director is expected to set up and break down organizational materials at community events and lift up to 25 pounds. Work is primarily performed in an office environment with regular travel throughout York County and occasional travel to SC First Steps in Columbia, SC.

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*Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time.*