

Non-profit Executive Director

A highly rewarding and exciting Executive Director opportunity is available at The Children's Homes of Iredell County, Inc. The Executive Director is responsible for overseeing the administration, programs, and strategic plan of the organization assisting at-risk youth and young adults. This role also ensures the highest quality of services for the clients while maintaining regulatory compliance, best practices, and efficient use of resources. Other key duties include fundraising, marketing, and community outreach.

We welcome candidates with experience and passion to make a difference in a youth's life.

Job Requirements

- Master's in Social Work, Public Administration, or relevant human service field with four years' experience in human services including two years in a supervisory or managerial capacity or bachelor's degree in Social Work, Public Administration, or relevant human service field with six years' experience in human services and three years in a supervisory or managerial capacity; or an equivalent combination of education and experience; preferably senior nonprofit management experience
- A valid, clean driver's license and background check
- Strong, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
- Strong organizational abilities and project management skills including planning, delegating, program development and task facilitation
- Ability to convey a vision of the agency's strategic future to staff, board, volunteers and donors
- Knowledge of fundraising strategies and donor relations unique to nonprofit sector
- Skills to collaborate with and motivate board members and other volunteers
- Strong written and oral communication skills
- Ability to interface and engage diverse volunteer and donor groups
- Demonstrated ability to oversee and collaborate with staff
- Strong public speaking ability

Job Duties

- Implementing employment and administrative policies and procedures for all functions and for the day-to-day operation
- Ensure day to day operations adherence to program expectations, federal and state laws, accreditation standards, and other mandated requirements
- Develop the organizational culture and promote transparency
- Serving as the agency's primary spokesperson to constituents, the media and general public.
- Establish and maintain relationships with various organizations throughout the community and state
- Report to and work closely with the Board of Directors
 - o Strategic planning and implementation.
 - o Oversee organization of Board and committee meetings.
- Planning and operation of annual budget
- Hire, train, supervise, counsel, discipline, review, and collaborate with organization staff.
- Oversee marketing and other communications efforts.
- Review and approve contracts for services.
- Other duties as assigned by the Board of Directors

Job Type:

Full Time; usually Monday – Friday – 40 hours/week; flexible time to allow for evening and weekend engagements

Benefits

- Health, dental, vision insurance
- Retirement plan
- Personal Time Off paid time

Salary

Based on experience and education

Submit Resume to ltrivett@chomesofiredell.com