



Executive Director Job Description

Position Description

The Foster Family Alliance of NC's Executive Director

Organization

Founded in 1975, Foster Family Alliance of NC's mission is to build a community of individuals and organizations serving foster children through networking, education, and advocacy.

We do this through statewide communications, networking, program development and advocacy in the state capital.

For more information, please visit www.ffa-nc.org.org

Position Reporting to the Board of Directors, the Executive Director (ED) will have overall strategic and operational responsibility for the Alliance's staff, programs, expansion, and execution of its mission. S/he will initially develop deep knowledge of field, core programs, operations, and business plans.

Responsibilities

Leadership & Management

- Ensure ongoing local programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals
- Actively engage and energize the Alliance's volunteers, board members, event committees, alumni, partnering organizations, and funders
- Develop, maintain, and support a strong board of directors; serve as ex-officio of each committee, seek and build board involvement with strategic direction for both ongoing local operations as well as for the statewide rollout
- Lead, coach, develop, and retain the Alliance's high-performance senior management team
- Ensure effective systems to track scaling progress, and regularly evaluate program components, so as to measure successes that can be effectively communicated to the board, funders, and other constituents

Fundraising & Communications

- Expand local revenue generating and fundraising activities to support existing program operations and regional expansion while simultaneously retiring building debt
- Deepen and refine all aspects of communications—from web presence to external relations with the goal of creating a stronger brand



- Use external presence and relationships to garner new opportunities

Planning & New Business

- Design the statewide expansion and complete the strategic business planning process for the program expansion into new markets
- Begin to build partnerships in new markets, establishing relationships with the funders and political and community leaders at each expansion site
- Be an external local and national presence that publishes and communicates program results with an emphasis on the successes of the local program as a model for regional and statewide replication

Qualifications

The ED will be thoroughly committed to the Alliance's mission. All candidates should have proven leadership, coaching and relationship management experience. Concrete demonstrable experience and other qualifications include:

- Advanced degree, ideally an MBA, with at least 10 years of senior management experience; track record of effectively leading and regionally and/or nationally scaling a performance- and outcomes-based organization and staff; ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth
- Unwavering commitment to quality programs and data-driven program evaluation
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget
- Past success working with a board of directors with the ability to cultivate existing board member relationships
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning
- Ability to work effectively in collaboration with diverse groups of people
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed