



SMART START OF NEW HANOVER COUNTY  
**EXECUTIVE DIRECTOR**  
JOB DESCRIPTION

**Summary of Position:**

The Executive Director is the Chief Executive Officer of Smart Start of New Hanover County (SSNHC/ Partnership; [www.newhanoverkids.org](http://www.newhanoverkids.org)). S/he manages the non-profit corporation's finances, programs, personnel, and general operations. The Executive Director provides passionate external and internal leadership in developing the organization's human, technological, and financial resources. S/he ensures that the organization achieves its mission of developing, sustaining, and enhancing the health, family support, and early care and education services for all children, birth to age five. The Executive Director reports directly to the SSNHC Board of Directors and provides professional leadership necessary to accomplish strategic goals, achieve the organization's mission, and fulfill its vision.

**Essential Duties and Responsibilities:**

A. Organizational Development

- Work with the Board of Directors to plan, develop, and implement a long-range strategic plan and annual program of work for the Partnership based on community needs and resources;
- Oversee the establishment, development, monitoring, and evaluation of all Partnership programs and funded activities to maximize the quality and effectiveness of those services in achieving long-term goals; including improvement plans, if needed;
- Support the Board of Directors in its efforts to ensure effective governance, and to include community stakeholders;
- Staff all meetings and committees of the Board as designated; and,
- Perform all other duties assigned by the Board of Directors.

B. Systems Change

- Develop and cultivate collaborative and cooperative relationships for the Partnership among constituencies, partner organizations, and agencies; ensure all SSNHC programs work together with other community resources to effectively accomplish Partnership's goals; and,
- Serve as a catalyst for increasing the community and state's capacity to deliver services to young children and families.

C. Public Outreach and Engagement

- Build consensus and strengthen relationships with community organizations serving children birth to age five and their families;
- Oversee public awareness efforts regarding general early childhood issues as well as the purposes and potential benefits of SSNHC programs;
- Act as the chief spokesperson and articulate the Partnership's vision, mission, and goals in a wide variety of forums;
- Establish working relationships with political leadership of the community and region;
- Actively advocate at the local, state, and national levels for systemic improvements which will support and enhance early childhood initiatives; and,
- Represent the interests of SSNHC through active involvement in state level early childhood -related committees and other opportunities afforded.

**D. Fund Development**

- Develop and implement diversified fundraising strategies to sustain and support the work of the Partnership, including making applications and presentations to routine and new funding sources, preparing grant proposals and preparing reports to funding sources as required; and,
- Lead the Board of Directors in adopting specific fundraising strategies, to include building relationships with the private sector to support the Partnership's work.

**E. Financial Administration**

- Oversee and manage the organization's financial resources, including developing and managing the annual budget, supervising the financial administration of all SSNHC funding to ensure fiscal accountability and adherence to SSNHC's Accounting Policy and Procedures, and defining and executing a SSNHC's contractual obligations, including subcontractors when appropriate; and,
- Oversee the maintenance of official records and documents, ensuring compliance with federal, state and local regulation and reporting requirements.

**F. Human Resources**

- Recruit, hire, train, supervise, and evaluate all Partnership staff according to the personnel policies adopted by the Board.

**Education and Experience:**

**Minimal Requirements**

- Bachelor's degree in a Human Services-related Field, Education, Business, or Public Administration;
- At least three years of experience in management with at least two of these years supervising staff with total responsibility for performance reviews;
- Experience in financial administration, including development and monitoring of operating budgets; and,
- Experience in the provision of early childhood-related services.

**Preferred Requirements**

- Master's Degree in Business Administration, Public Administration, Public Policy, Education, or Human Services-related field;
- Experience with non-profit independent financial and compliance audits;
- Fundraising/grant writing and non-profit board experience; and,
- Experience working with diverse cultures, community and grassroots development, and political leadership.

**Knowledge, Skills and Abilities:**

- Broad knowledge of early childhood field, evidence-based and evidence-informed programs and initiatives for young children and their families, including Smart Start and NC Pre-Kindergarten.
- Organizational, supervision, coaching, facilitation, and conflict management skills; must be a strong manager that can convey priorities and hold staff accountable; leads with a collaborative style that encourages cross functional collaboration towards common goals;
- Awareness of early childhood issues at state and federal level, and understanding of legislative work;
- Capacity to maintain effective oversight of several projects and staff; strikes a balance between building relationships and awareness in the community and managing internal operations and programs;
- Concise oral, written, and presentation communication abilities; understands the importance of communication within the organization, with the board, and with the broader community; bilingual is a plus;
- In-depth understanding of community needs and resources for families and children;

- Strong interpersonal skills and ability to remain calm and pleasant under pressure and deal effectively with interruptions;
- Establish and maintain effective working relationships with community members, Board and/or Committee members, and other staff;
- Demonstrated skills of leadership, initiative, problem-solving, data-analysis, and creativity;
- Comfort with technology, including Microsoft Office products and other web-based software tools;
- Ability to maintain confidentiality; and,
- Ability to travel, work evenings and Saturdays as needed; and a valid driver's license.

**Physical Requirements:**

Ability to meet the daily duties involved with job that may include sitting or standing for long periods, computer keyboarding, and lifting of up to 25 pounds.

**Mental Requirements:**

Attention to detail and ability to concentrate with some interruption; and requires normal mental capacity and adaptability.

**Please reach out to Catherine Johnson if you have any questions or would like to apply for the role:**  
**[cjohnson@sockwell.com](mailto:cjohnson@sockwell.com)**