

## Position Search Announcement

**Position:** Executive Director for the Partnership for Children of Lenoir and Greene Counties

**Posting Date:** November 1, 2017

**Closing Date:** November 30, 2017

**Qualified and interested applicants should email resumes to [latshack@gmail.com](mailto:latshack@gmail.com)**

**Salary Range:** \$55,000 - \$75,000 annually plus benefits depending upon education and level of experience.

**The Partnership for Children of Lenoir and Greene Counties' mission statement is:**

*"Developing Today's Children to Become Tomorrow's Leaders"*

### Personal Characteristics and Expectations:

- Passionate about serving young children and families
- Interested in quality programming for children birth-5
- Organized planner and great team player
- Fosters a working environment that celebrates the successes of employees therefore raising employee morale
- Friendly and professional demeanor
- Trustworthy and punctual
- Knowledgeable about early childhood development issues
- Leads staff to do their best and encourages professional development opportunities
- Ability to independently use broad-based thinking techniques to utilize community resources
- Values and easily/effectively builds community relationships for the betterment of the Partnership

### Experience Expectations:

- Ability to communicate with diverse audiences
- Open communication with staff
- Resolve personnel needs
- Provide leadership in strategic planning
- Oversee program contracts with NC Partnership for Children
- Excellent written and verbal communication skills
- Successfully manage organizational resources
- Lead, serve, supervise and evaluate staff
- Program monitoring
- Fundraising and budget planning
- Report to Partnership Board of Directors
- Value and support the needs of staff
- Must have leadership experience

### Education & Training Requirements:

- Must possess at least a Bachelor's Degree in Business Administration or related business field, Public Administration, Public Policy, Early Childhood Development or human services-related business field. A Master's Degree is preferred.
- At least five years' experience in management with at least two years supervising staff with responsibility for performance reviews
- Experience in financial administration
- Fundraising/grant writing and non-profit board experience is preferred

*Primarily, the Executive Director represents the local Partnership for Children of Lenoir & Greene Counties and manages the affairs of the non-profit organization by ensuring appropriate planning, coordination, and implementation of the various programs to support its mission.*