



**Position Announcement – March 2024**  
**EXECUTIVE DIRECTOR**  
**Wilson County Partnership for Children (Smart Start)**  
**Wilson, NC**

**FUNCTION:** The Wilson County Partnership for Children seeks an experienced and passionate Executive Director (ED) with a demonstrated commitment to organizational excellence to lead the organization. Wilson County Partnership for Children is part of North Carolina’s award-winning early childhood initiative designed to ensure that young children enter school healthy and ready to succeed. Acts As Chief Executive Officer responsible for managing the affairs of the Wilson County Partnership for Children under the general oversight of the Board of Directors and is responsible for the organization’s consistent achievement of its mission and financial objectives.

Founded in 1993 as an innovation statewide initiative to prepare children for learning, Smart Start coordinates, plans and funds programs for children aged 0-5 and their families, and contracts with local organizations to implement these programs. Together with community volunteers, childcare providers, partner organizations, and local businesses. Wilson County Partnership for Children strives to realize its mission: to strengthen the capacity of educators, families, and community to build a solid foundation for children’s learning and development from birth to age five.

Wilson Smart Start’s areas of focus include programs for early childhood, families, children, teachers, and childcare providers. Current programs include:

1. **Affordable Child Care** - Provides childcare vouchers to income-eligible families who are working or in school and who meet other work/school/and income requirements.
2. **Childcare Resource and Referral** - Offers quarterly professional development opportunities, plans/coordinates outreach activities and events, and provides technical assistance to childcare centers and family childcare homes providers.
3. **DPIL** - Promotes emergent literacy skills through a partnership with Dollywood Foundation.
4. **Family Education and Support** - Funds and supports Circle of Parents and Triple P (Positive Parenting Practices).
5. **Nutrition and Physical Activity** - Implements and support obesity prevention in young children through technical assistance and training at designated childcare facilities in Wilson County.
6. **NC Pre-K** - Provides high quality, free educational experiences for income-eligible four-year-olds in order to enhance their kindergarten readiness skills.
7. **WAGES Project** - Administers a salary supplement program for childcare teachers, based on educational achievements.

The Wilson County Partnerships for Children is affiliated with the North Carolina Partnership for Children (Smart Start). It has strong relationships with local partners, schools, childcare providers, and



local and regional government agencies. It has a diverse and committed 18-member board and a talented, experienced 8-member staff. Its current budget is approximately 2.6 million dollars.

### **Organizational Culture**

Smarts Start's organizational culture can be described as empowered, hardworking, mission-driven, compassionate, and engaged with the childcare community. Smart Start is seen by the community as an innovation and responsive partner.

### **The Position**

Wilson County Partnership for Children seeks an individual who is well prepared to provide the inspired external and internal leadership required of this role. The Executive Director (ED) must have proven, significant and successful organizational leadership experience and the ability to oversee fundraising, programmatic, and overall operations while working in partnership with the Board of Directors to guide the organization. The ED must also possess the talent to communicate effectively and to build relationships with multiple diverse constituencies, including the Board, staff, donors, media, government officials, agency partners, and other community leaders. The ED must also show a demonstrated history and passion for families and early childhood education.

### **Ongoing Responsibilities**

The Executive Director is responsible for overseeing the daily operations of Wilson County Partnership for Children, its various programs and staff, and for insuring the accomplishment of the mission of the organization. Specific responsibilities include:

1. **Vision, Mission, and Strategies** – Works with Board and staff to oversee the implementation of the annual and strategic planning to guide the Wilson County Partnership for Children towards achievement of its vision and mission.
2. **Fiscal Management** - 1) ensures that solid planning and budgeting systems are in place to ensure that income is managed wisely to serve the organizational goals; 2) ensures that systems and staff are in place to accurately monitor assess and manage the financial health of the organization; 3) works closely with the Board, Executive Committee, and Finance Manager.
3. **Board Relations** – 1) works with the Board of Directors to develop a proactive vision for the future achievement of the organization's mission. 2) facilitates activities of grassroots with Board and its committees, including assuring leadership development opportunities; 3) serves as ex-officio, non-voting member of the Board, Executive Committee, and other ad hoc committees requested by the board Chair.
4. **External Liaison and Public Image** – As primary champion and spokesperson for the organization, inspires external partners to collaborate with Smart Start on strategies to fulfill its mission, and positions the organization to be highly visible and work to develop dynamic working relationships with diverse constituencies including government, education, nonprofit, business religious and donor groups.
5. **Fundraising and Resource Development** – In partnership with the Board and Executive Committee, drives fundraising/grant writing initiatives for developing and implementing appropriate and diversified fundraising/grant writing strategies. Ensures that annual revenue goals are met by developing foundation proposals, involving the Board and staff in the fundraising process, and collaborating with individual donors.



6. **Accomplishment of Management Objectives** –Encourages teamwork in the development and implementation of work plans aimed at achieving strategic plan priorities. Fosters an environment in which staff can most effectively contribute to the organization’s mission. Through organizational development and oversight of its leadership team, ensures that Smart Start maximizes and supports its human resources.
7. **Program Design and Implementation** - 1) facilitates long- and short-range programs planning; 2) with staff, develops annual workplans; 3) creates program-based public relations strategy.
8. **Human Resources Management** - Responsible for recruiting and retaining a strong staff built on teamwork and collaborative decision-making. Provides staff leadership development activities that upgrade employee skills, motivate performance, promote staff retention, and ensures adherence to the personnel policies in all hiring and employment practices.
9. **Supervision of Personnel** - 1) ensures compliance with Wilson County Partnership for Children personnel policies and procedures; 2) performs annual staff evaluations; and insures adequate staff training.
10. **Facilities** – Ensures the efficient operational management and maintenance of the organization’s site and all its equipment, including long term plans to address future capital improvements or expansion needs, standards of safety, and a safe environment for employees and others.

**Qualifications** – The Executive Directors must meet the minimum education, training, and experience requirements set forth below:

1. Undergraduate degree (graduate degree preferred) in business administration or related business field, public administration, public policy, education, or human services-related field.
2. Minimum of five years of experience in management and financial administration with at least three years of supervising staff with total responsibility for performance reviews required.
3. Experience fundraising and grant writing for the nonprofit sector.
4. Experience in nonprofit or state government financial administration and management, including responsibility for developing and managing diversified sources of funding (e.g., federal, state, local, private) and responsibility for regulatory compliance.
5. Experience managing early childhood programs.
6. Experience working and convening diverse stakeholders for community impact.
7. Experience in nonprofit board governance and working with governing boards.
8. Experience in financial administration required.
9. Experience in advocacy and public policy.
10. Demonstrated passion for the well-being and education of young children and their families.
11. Collaborative leadership experience with an exceptional ability to build and maintain relationships and foster a spirit of cooperation with external partners and among board members and staff.
12. Exceptional written and verbal communication skills-strong interpersonal and public speaking skills and experience with diverse population and multiple constituencies.
13. Strong administrative skills.

## **DUTIES AND RESPONSIBILITIES**

1. Ensures compliance with and implementation of Board Policies.
2. Provides overall administration of the day-to-day affairs of the Wilson County Partnership for Children.



3. Anticipates and proposes solutions to organizational development, operating, program, and financial problems and issues.
4. Facilitates the adequate availability and development of personnel.
5. Assists the Board in facilitating financial stability for the Wilson County Partnership for Children and its Programs.
6. Facilitates regular Board review and analysis of financial information, proposing appropriate action when indicated.
7. Facilitates the creation and implementation of annual budgets, goals and objectives.
8. Oversees the creation and management of operations and programs to ensure compliance with and implementation of goals, objectives, policies, reporting and regulatory requirements.
9. Ensures that the short and long-term working capital and fiscal management needs of the organization are adequately addressed.
10. Ensures maintenance of effective internal controls for the protection of organization assets.
11. Oversees the annual financial audit process.

**The ideal candidate will also have**

1. Previous Smart Start experience
2. Awareness of local and state issues in early care and education
3. Marketing and public relations experience
4. A strength-based approach to staff, communities and families.
5. Political awareness/astuteness
6. A creative, entrepreneurial spirit
7. An advanced degree

**Compensation**

1. The salary range is to be determined.
2. Hours: Full-time, evenings and weekends as needed.
3. Reports to: Board of Directors
4. Wilson County Partnership for Children also offers a competitive and comprehensive benefits package.

**Application Process**

1. To apply, please send a letter of interest, resume, application with salary history via email only to:
  - a. Smart Start ED Search Committee
  - b. [nadene.tucker@wilsonpfc.org](mailto:nadene.tucker@wilsonpfc.org)
2. Please, no phone calls or faxes
3. Application deadline is March 29, 2024

For more information about Smart Start as well as the job application, please visit [www.wilsonpfc.org](http://www.wilsonpfc.org).

*The Wilson County Partnership for Children is an equal opportunity employer and is committed to recruiting a broadly diverse pool of qualified candidates for the position.*