

Executive Director: Communities In Schools Chatham County

Job Description

General Duties: Leadership and management of CIS Chatham County

Hours: Full-Time some nights and weekends required; benefits (health, dental, retirement, leave provided)

Capacity Building (Organizational Development, Professional Development, Communications/Marketing)

- Implements Strategic Plan, Annual Plan, Succession Plan and ensures Re-accreditation processes are being followed.
- Ensures a smoothly running internal administrative system
- Responds to external needs with accuracy and speed
- Ensures that coordination of services is carried out by hired staff
- Strives to maintain a combination of both developing and comprehensive sites, delivering Tier One and Tier Two and Three services
- Oversees JCPC funded programs to ensure implementation is done with fidelity
- Provides staff with orientation, training, supervision and ongoing professional development
- Assists in the development of the long-range strategic plan and annual operations plan
- Attends CIS state and national meetings and trainings as appropriate
- Works closely with the board chair to support all board functions including:
 - Assisting in recruitment of new board members
 - Helps to plan board and committee meeting agendas
 - Provides CIS/programmatic orientation to all board members to ensure understanding of the mission and goals of CIS
 - Supports planning processes of the board
 - Provides sufficient information to allow them to fulfill their policy-making responsibilities
- Recruits, hires, manages and supervises all staff
- Pursues ongoing professional development
- Assures compliance with Total Quality System(TQS) standards
- Develops strategies for appropriate expansion, including adding new sites, increasing the number of students served at existing sites and/or adding more services at existing sites

Sustainability (community partnerships, resource development, risk management)

- Establishes and maintains linkages with school district; government and other youth serving organizations
- Ensures a cooperative partnership with the school district in implementing CIS initiatives
- Develops business, education and human service partnerships
- Provides information to the community in the field of dropout prevention and other issues that affect youth and families.

- Participates in other community organizations and activities
- Provides CIS orientation to community partners and incoming board members
- Collaborates with community agencies for brokering and coordinating services to youth and families
- Negotiates written agreements with all significant partners
- Presents the CIS mission, vision and initiatives within the community through brochures, annual report, e'blasts and news articles
- Assists board with development and implementation of public relations
- Establishes and maintains, along with board members, appropriate linkages with media representatives
- Assists in recruitment of volunteers
- Works with board of directors to develop and implement a resource development plan that focuses on diversified resources
- Supports board of directors in local fundraising activities
- Prepares proposals and applications to potential funding sources
- Oversees financial management system to ensure effective fiscal management
- Prepares annual budget for review and approval by the board of directors
- Continuously monitors expenses and revenues compared to budget
- Ensures accurate and timely financial reports are provided to the board of directors
- Ensures completion of the annual independent audit or financial review and IRS Form 990

Impact (best practice/evidence- based programming, data collection, and evaluation)

- Seeks to identify research- and evidence-based practices for implementation, based on identified needs
- Ensures school staff are brokers and/or ensures provision of resources to address identified risk factors, school-wide, community based and individual needs
- Ensures program staff provide ongoing assessment of program effectiveness; oversees data collection for all programs and is responsible for reporting to funders
- Submits monthly reports to board of directors on progress toward meeting goals defined in the annual operations plan
- Ensures that periodic progress reports are submitted to principals at CIS sites in order to provide status toward meeting goals in annual site plans
- Ensures required reports to CIS state and national organizations and funders

Reports to: Board of Directors of CIS Chatham County

Experience Requirements:

- Bachelors' Degree (or higher) with a major in Human Services (Social Work, Public Health), Business, Education, Public Administration or related field.
- Experience directing an organization or project, preferably in the children and family area.

- Proven fundraising and grant writing experience and success.
- Understanding of and experience with collaborative human service efforts.
- Ability to develop budgets and read and interpret financial statements of non-profits.
- Strong written and oral communication skills.
- Ability to use computers to manage data and compose reports.
- Work effectively with people from different backgrounds.
- Understanding of the non-profit sector, particularly the health and human services and the needs, trends, local delivery systems that serve children, youth and families.
- Experience supervising and supporting staff.
- Knowledge of, and relationships in Chatham County communities preferred
- Commitment to social justice and racial equality.

Interested candidates should submit a resume/vitae and a cover letter detailing why this position is attractive to the candidate and what attracts the candidate to CISCC. Submissions should be made via email to search@cischatham.org by November 30, 2019.

We are an equal employment opportunity employer and do not discriminate against any person because of race, color, creed, religion, sex, national origin, gender, gender identity, sexual orientation, disability, age, genetic information, or any other characteristic protected by law (referred to as "protected status"). This nondiscrimination policy extends to all terms, conditions and privileges of employment as well as the use of all company facilities, participation in all company-sponsored activities, and all employment actions such as promotions, compensation, benefits and termination of employment.