**Employment Opportunity**

**SALARY: $95,000 - $115,000 Commensurate with Education/Experience**

**LOCATION: Webster Administrative Office, 1528 Webster Rd, Sylva NC 28779**

**JOB TYPE:**   **Executive Director** **DEPARTMENT: Administration**

***Position Overview:***

The Executive Director will serve as the chief administrator, providing leadership and oversight of the agency while implementing policies and supporting programs to carry out the organization's mission and work. The Executive Director will be responsible for providing strategic leadership and vision for the agency by working with the Board of Directors and the Executive Leadership Team to establish short and long-range goals, strategies, sustainability plans and policies. This position will represent the organization through participation in boards and committees locally, regionally, statewide and nationally.

## Duties/Responsibilities:

* Establishes credibility throughout the organization and with the Board of Directors as an effective developer of solutions to business challenges
* Provides leadership and management to ensure the mission and core values of the agency are put into practice
* Drives the company in order to achieve and surpass all agency goals and objectives
* Spearheads the development, communication and implementation of effective growth strategies and processes
* Collaborates with the Executive Leadership Team to develop and implement plans for the operational infrastructure of systems, processes and personnel designed to accommodate the growth objectives of the company
* Motivates and leads a high-performance leadership team; attracts, recruits and retains required members of the executive team not currently in place; provides mentoring as a means of career development
* Fosters a success-oriented, accountable environment within the company
* Directly supervises Executive Leadership Team staff to assure that the organization’s policies and applicable laws are followed
* Supervises non-supervisory staff, if necessary
* Assists in the review of contracts for the agency
* Provides Executive Leadership for the NC CCR&R Council
* Oversees preparation of budgets, contracts and grants related to the fiscal operations of the agency
* Works with the Executive Leadership Team to ensure successful contract/ program management, fiscal oversight, and completion of contracted services or deliverables across all company programs, including subcontracted work
* Reports to the Board of Directors, maintaining open communication and disclosure of the conditions, operations, and needs of the organization
* Drafts, presents, and recommends organizational policies and programs to the Board
* Facilitates periodic audits and compliance activities for the organization
* Supports and directs public relations activities to build and maintain positive relationships with other organizations and the public
* Executes other duties as requested by the Board of Directors

## Education and Experience:

A bachelor's degree in a related field is required (Human Services, Business Administration, or Early Childhood). A master's degree is highly preferred (Human Services, Business Administration or Education). At least three to five years of business administration and/or experience related to the organization’s industry. Work experience should show progressive supervisory and administrative experience. A willingness to obtain additional education and/or training is necessary.

A thorough working knowledge of the theory and practices of the field of child development and administrative principles and techniques as they relate to directing a comprehensive program of services to young children and their families is necessary.

A letter of intent is required with submission.

A resume or CV is required with submission.

To apply, submit a SWCDC Application for Employment to The Director of Employee Relations in the Human Resources department, Southwestern Child Development Commission ( [www.swcdcinc.org/employment](http://www.swcdcinc.org/employment) ) or mail to: PO Box 250, Webster NC 28788. Applications may also be emailed to jobs@swcdcinc.org. Applications will be accepted until the position is filled. Only those applicants most qualified based on education and experience will be interviewed.

***\*SWCDC is committed to creating a diverse environment and is proud to be an equal opportunity employer. We do not discriminate in hiring and personnel procedures against any applicant for employment or employees because of race, national origin, religion, sex (including gender identity, sexual orientation, and pregnancy), age, disability or genetic information.***