



Executive Director Job Posting

THE POSITION

North Carolina Early Childhood Foundation was launched in 2013 with the vision that each North Carolina child has a strong foundation for lifelong health, education and well-being supported by a premiere birth-to-age-eight system. To realize this ambitious goal, we work to promote understanding, spearhead collaboration, and advance policies to ensure each North Carolina child is on track for lifelong success by the end of third grade. We are working to create a comprehensive, equitable, aligned system for children in North Carolina. Much of this work happens through our three biggest initiatives:

- [Campaign for Grade-Level Reading](#)
- [Family Forward NC](#)
- [NC Pathways to Grade-Level Reading](#)

We are currently seeking our next Executive Director to lead this exciting and impactful effort. Over the past 5+ years we have built a strong foundation and developed excellent relationships with a diverse group of stakeholders around the state, and NCECF is on solid financial ground.

The next leader has an opportunity to build on our past achievements, continuing our commitment to collaboration and a focus on systems change and equity, while bringing his or her knowledge and creativity to the next chapter of our organization. We hope that might be you!

RESPONSIBILITIES

Leadership

The Executive Director will be tasked with continuing to evolve our strategic direction and vision while embracing our established role as a convener working across systems, disciplines, geographic regions and the political spectrum; and accelerating collaboration toward a common agenda and shared course of action in support of improving outcomes for young children and their families. This will include:

- Embedding a racial equity lens to all aspects of our work and organization;
- Embracing a culture of collaboration inside and outside the organization;
- Engaging with partnering organizations, funders and NCECF board members;
- Identifying gaps in systems and leveraging our strengths and those of our partners to prioritize and address those opportunities;

- Promoting our work around the state through speaking engagements, facilitating state-level conversations and gathering community input;
- Serving as a thought partner to staff and external partners while engaging others to participate in working toward our vision;
- Providing leadership in developing program, organizational and financial plans with the Board of Directors and staff and carrying out plans and policies authorized by the board; and
- Keeping abreast of and seeking opportunities to capitalize upon field developments and trends.

Relationship Building

The Executive Director's role requires a focus on intentional relationship building to include:

- Identifying and developing a broad array of strategic partners;
- Continuing sound, collaborative, working relationships and cooperative arrangements with community groups and organizations;
- Using external outreach and relationships to garner new opportunities;
- Involving a broad and diverse range of people in supporting early childhood development; and
- Relating authentically to all people in the ecosystem.

Fundraising

Our primary revenue comes from grants and sponsorships. The Executive Director leads the primary fundraising efforts for NCECF, including:

- In collaboration with the Board, raising the organization's annual budget;
- Maintaining and developing relationships with funders aligned with our work;
- Reviewing, refreshing and implementing the current fundraising model with an eye to sustainability;
- Expanding our network of funders; and
- Leading grant writing and grant reporting activities.

Organization Management

The Executive Director is responsible for organizational excellence including building and supporting a team of four employees and several contractors who help support the team. In addition, they will:

- Oversee the recruitment, employment, and release of all personnel and ensure that sound, equitable human resource practices are in place;
- Maintain a climate that attracts, keeps, and motivates a diverse staff of top performers;
- Develop, maintain, and support a strong Board of Directors: serve as ex-officio of each committee, and seek and build board involvement with strategic direction;
- Develop and maintain sound financial practices, ensure NCECF operates within budget guidelines, and provide administrative oversight; and

- Working with the Board to develop the budget and ensure that adequate funds are available for the organization to carry out its work; and
- Identifying opportunities for internships with the organization and develop and implement procedures and practices for utilizing this resource.

Programs

The Executive Director provides a strategic, big picture perspective in leading our programs by:

- Staying up to date on current and future trends and issues, including credible research from national sources, and incorporating this knowledge into the work;
- Integrating equity, metrics and data into programs; and
- Providing oversight of strategic development and implementation of programs.

Communications

This Executive Director position requires an effective communicator, with strong writing, editing and media skills. Responsibilities include:

- Disseminating information to the community on strategic initiatives and developments in the field;
- Maintaining NCECF's strong and highly visible brand and presence through the use of external relations, web and media, including social media; and
- Ensuring that all stakeholders including funders and the board are kept fully informed on the activities of the organization.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Direct non-profit executive level experience, preferably in early childhood or related context.
- Collaborative, proactive, creative, flexible and strategic leadership skills.
- Experience leading and managing staff.
- Strong knowledge of systems-change theory, results-based accountability, organizational development, and use of an equity lens.
- Proven success in building, maintaining, and managing long-term relationships with colleagues, consultants, partners, and funders.
- Excellent business writing and grant writing skills.
- Ability to communicate confidently and effectively on complex issues.
- Ability to manage competing priorities while maintaining a long-term vision and attention to detail in a fast-paced environment.
- Ability to exercise discretion and maintain confidentiality in work.
- Functional awareness of principles and applications of good public policy.
- Ability to travel around the state.

EDUCATION, TRAINING AND EXPERIENCE

The above skills are *typically* acquired through:

- A Master's degree in Early Childhood Education, Public Administration or Public Policy, or related field from an accredited college or university.
- AND a minimum of 15 years of professional experience, with a minimum of 5 years in a leadership or management role.

OR an equivalent combination of training and experience.

Salary is commensurate with experience.

To apply, please send your resume to margaret@elinvar.com. The confidentiality of all candidates will be honored. The position will be open until filled and we request that you apply by March 15, 2019.