



Albemarle Alliance for Children and Families™

FORMERLY KNOWN AS ALBEMARLE SMART START PARTNERSHIP, INC.

Job Description

PRESIDENT & CEO

PRIMARY PURPOSE

The President & Chief Executive Officer (CEO) of the Albemarle Alliance for Children and Families, Inc. is responsible for the overall management of its finances, programs and personnel. The President & CEO provides leadership in the development of the human and financial resources necessary to ensure that the Alliance achieves its mission of improving the system of early childhood care and education in the Albemarle area including Bertie, Camden, Currituck, Gates, and Pasquotank counties. The President & CEO reports directly to the Alliance's Board of Directors and works to achieve the mission and goals of Albemarle Alliance for Children and Families while ensuring compliance with all applicable regulations and policies.

ESSENTIAL RESPONSIBILITIES:

Organizational Development

- Work with the Board of Directors to develop a strategic plan and agenda for the Alliance, which will use collaborative solutions to meet the needs of the children and families of Bertie, Camden, Currituck, Gates, and Pasquotank counties.
- Support the Alliance Board in its own work on the strategic plan, improved governance, and inclusion of all community stakeholders.
- Oversee the development and evaluation of all Alliance programs and funded activities to maximize the quality and effectiveness of those services in achieving the Alliance's vision, mission and goals.

Systems Change

- Build and maintain strong working relationships with partner organizations and agencies, and manage the local collaborative change process to ensure that all the Alliance programs work together with other community resources to effectively accomplish the Alliance's vision, mission and goals.
- Increase the local community's capacity to deliver services to children and families, which have been locally designed and planned.
- Actively advocate at the local, state and national levels for systemic improvements, which will support and enhance the development of children and families.

Public Outreach and Engagement

- Oversee the development of a public education and awareness program to promote the Alliance's goals and activities.
- Act as the chief spokesperson and articulate the Alliance's vision, mission and goals in a wide variety of forums.

Fund Development

- Develop and implement a comprehensive and diversified fund raising plan to sustain and support the work of the Alliance, including making applications and presentations to routine and new funding sources, and preparing reports to funding sources as required.

Financial Administration

- Oversee the finances of the organization including developing and managing the annual budget, supervising the financial administration of all Alliance funding to ensure fiscal accountability and adherence to the Alliance's Accounting Policy and Procedures, and defining and executing all the Alliance's contractual obligations, including subcontractors where appropriate.

Information Technology

- Oversee the organization's computing and telecommunications infrastructure to ensure reliable systems for electronic mail, file and print services, network infrastructure, telecommunications, internet web services and network back-ups.

Human Resources

- Recruit, select, supervise and provide professional development and discipline of all Alliance staff in accordance with personnel policies adopted by the Board.
- Develop and implement a plan to utilize community volunteers to enhance the efforts of the Alliance to achieve its vision, mission and goals.

Education and Experience:

- Must possess at least a Bachelor's Degree in Education or human services related field, Public Administration, Business Administration or related business field, Public Policy; *Masters preferred in the areas above.*
- At least five years' experience in management with at least two of the years supervising staff with total responsibility for performance reviews *required.*
- Experience in financial administration *required.*
- Fundraising/grant writing and non-profit board experience *preferred.*

Physical Requirements:*

- While performing this job the employee is:
 - Frequently required to sit.
 - Periodically required to stand; walk, stoop, kneel.
 - Occasionally required to lift up to 25 pounds.
- Specific vision abilities required by this job include: close vision and the ability to adjust focus to operate the computer.
- Some travel, evening and weekend work will be expected.

WHO MAY APPLY? The job is open to internal and external candidates.

COMPENSATION:

Salary commensurate with education and experience. The entry level salary begins at \$59,071.

HOW TO APPLY:

Please submit your resume, 3 professional reference letters, and a cover letter, with your salary requirements, indicating how your experience relates to the position. Please submit the required documents by email AAFCEPresidentSearch@gmail.com by May 5, 2018. We will contact you if you are selected for the next step of the interview process.

* Reasonable accommodation will be provided when needed for an otherwise qualified candidate to perform the essential functions of this position.