



## Alexander County Partnership for Children

[www.AlexanderChildren.org](http://www.AlexanderChildren.org)

### Position Profile: Executive Director

Taylorsville, NC

#### **About the Organization:**

At Alexander County Partnership for Children (ACPC), we are coming together to build a stronger foundation for all of our children. We offer a variety of programs to help parents, families and child care providers in the support of the children of Alexander County.

We recognize that families are their child's first and most important teachers. ACPC provides families with resources to support them in raising happy, healthy, successful children including parent support and playgroups, pre- and early literacy programs, community outreach, Child Care Resource and Referral, Child Care Subsidy, and NC PreK.

We believe high quality early education promotes healthy brain development, strong social and emotional skills, and critical language and literacy development starting from birth. ACPC offers a wide array of activities and resources to help early educators provide high quality child care including educational materials and teaching supplies, training resources and technical assistance, and the Child Care WAGE\$ Project.

There are only 2,000 days between the time a baby is born and when he or she will begin kindergarten. During that time brain architecture is forming, creating the foundation for all future learning. In collaboration with our partners, we are working to ensure that every child in Alexander County enters school healthy and ready to succeed.

#### **About the Position:**

The Executive Director ensures that the Alexander County Partnership for Children (ACPC) sustains itself financially and that ACPC works to further its mission of developing long-range collaborative commitments among all organizations, agencies and providers contributing to early childhood services by attempting to maximize the comprehensiveness, effectiveness, quality, access, delivery and

implementation of those services. The Executive Director also ensures that ACPC is represented in the community and that all ACPC activities reflect the collaborative principle. The Executive Director is responsible for actively advocating for higher quality early childhood experiences by working with local, state, and national officials and organizations as appropriate.

The Executive Director is primarily responsible for providing sound management of the Partnership and ensuring that all ACPC staff members are successful in their individual roles. The Executive Director reports to the ACPC Board of Directors. Additional responsibilities may be required to accommodate segregation of duties and support programmatic needs.

### ***Specific Responsibilities:***

#### **Organizational Management**

- Prioritizes responsibilities, manages all projects of the Partnership and ensures timely completion of all projects.
- Works with the Chair of the Partnership's Board of Directors to develop meeting agenda for Board meetings, committee meetings, and other meetings of the Partnership; attends all meetings of the Partnership.
- Develops recommendations to the Board regarding the operation of and services provided by the Partnership.
- Assists with the development of Partnership policies and procedures for submission to the Board.
- Ensures that all Board-approved Policies and Procedures are implemented and are aligned with the Board-approved Strategic Plan.
- Performs other duties assigned by the Board of Directors.

#### **Staff Leadership**

- Provides overall management of activities related to the operation of the Partnership, including the supervision of all staff and programs.
- Conducts periodic performance evaluations of the staff and conducts all staff meetings.
- Ensures each member of the Partnership staff is supported in their duties.
- Fosters a culture of teamwork.

#### **Fiscal Administration**

- Develops annual budgets for all funders and for the operation of the Partnership.
- Works with staff to develop fiscal and programmatic reports of the Partnership as directed by all funders and the Partnership's Board of Directors.
- Serves as the Contract Administrator for NC Pre-K program as directed by the state NC Pre-K office.
- Serves as Contract Administrator and signatory for contracts and amendments as approved by the board.
- Coordinates the Partnerships benefits and administrative duties relating to payroll.

#### **Program Operations**

- Assists the Board with the development of proposed new programs and initiatives.
- Assists the Board and staff with the evaluation and monitoring of all programs sponsored by the Partnership.

#### Public Education, Awareness and Fundraising

- Identifies potential sources of funding and makes applications for additional funding for the Partnership to those sources that have purposes that are in agreement with the stated purposes of the Partnership.
- Manages all Partnership grants and ensures compliance with all requirements.
- Coordinates the Partnership's public education and awareness initiative to educate the community about the Partnership's mission and goals and other Partnership related issues.
- Assists the Board in the identification of needs in the community that need to be addressed by the Partnership.
- Serves as county's primary contact for all early childhood issues on the national, state, and local levels.

#### ***Physical Requirements:***

- Must be able to perform the physical life functions of seeing, talking, hearing and repetitive motions.
- Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to move objects.
- Must possess visual acuity to prepare and analyze data and figures for extensive reading of materials and to complete forms and generate correspondence.

#### ***Qualifications:***

- Bachelor's degree, preferably in a human services field, education, business, or public administration (graduate degree is preferred).
- A minimum of three years professional business experience, preferably in the management of a non-profit human services organization including a minimum of two years supervisory experience with responsibility for staff performance reviews.

#### ***Additional Key Competencies***

- 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.
- Experience managing early childhood programs.
- Experience convening stakeholders for community impact.
- Working with diverse community stakeholders.
- Technological proficiency in and experience using various collaborative software tools, such as Zoom and Google Drive.
- Experience in nonprofit board governance and working with governing boards.
- Proven fundraising and grant writing experience for the nonprofit sector.

#### **How to Apply:**

ACPC has contracted with Capability Company Consulting to support the search process. Please send your resume and a cover letter linking your skills and experience to this position to:

**AlexanderED@CapabilityCompany.com**

Applications will be reviewed as they are submitted, beginning **March 20, 2026**. Early submission is encouraged.

*The target hiring salary for this position is **\$60,000**. ACPC also offers a comprehensive benefits package, which includes employee health insurance, holidays and paid time off.*