

EXECUTIVE DIRECTOR
CALHOUN COUNTY PARTNERSHIP FIRST STEPS TO SCHOOL READINESS

1. Job Purpose:

Working with the Calhoun County First Steps Board, plans and manages activities related to the implementation of the Board's Strategies to strengthen families, improve children's health and well-being, improve the quality of child care and early education opportunities, and help transition rising kindergarteners into school.

2. Essential Duties:

- A. Under the overall direction of the Calhoun County First Steps Board, designs and directs the implementation of the Board's Strategies to improve the quality of services and programs for early childhood development/ education to ensure that children are ready to succeed in school.
- B. Provides leadership and develops policies and priorities to manage the daily operations of the Calhoun County First Steps office to include the supervision of other staff/volunteers.
- C. Within the guidelines and financial resources provided by the South Carolina Office of First Steps, develops an annual budget for the approval of the Calhoun County First Steps Board.
- D. Seeks additional financial support from public and private sources through grant writing and fundraising opportunities.
- E. Acts as the primary liaison and effective advocate with the Office of First Steps and the Regional Fiscal Manager to ensure compliance with fiscal and legislative requirements.
- F. Ensures and facilitates the prompt flow of information between the Office of First Steps, the Regional Fiscal Manager, and the Calhoun County First Steps Board.
- G. Works closely with the Calhoun County First Steps Board to develop the required reports and updates of local needs/resources assessments and evaluation plans to meet the annual requirements of the Office of First Steps.
- H. Executes and manages contracts with third parties within the guidelines of the Office of First Steps and in accordance with local procedures.

- I. Works closely with other related organizations within the County Partnership and with the general public to establish partnerships and seek their support for and awareness of First Steps and related activities.
3. **Additional Requirements:**
- A. Bachelor's degree with a minimum of five years of experience in developing and managing human service programs, to include demonstrated experience with establishing personnel and organizational structure in a human service setting, as well as fiscal management and fundraising.
 - B. Excellent organizational, oral, written, and communication skills.
 - C. Knowledge of community and grassroots development.
 - D. A passion for children and their education and development.