

JOB DESCRIPTION

Position: Executive Director

Status: 40 Hour, Exempt

Reports to: Board of Directors

Role: To provide professional leadership and assistance to the officers and board of directors in making the Children & Family Resource Center an effective, viable organization; to implement board policies and plans toward the accomplishment of organizational goals; and to be responsible for the daily operation, growth and development of the organization.

QUALIFICATIONS

- A Master's (preferred) or Bachelor's degree in social sciences, business or other directly related field is required.
- Transparent and high-integrity leadership
- Five or more years of senior nonprofit management experience
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Ability to convey a vision of Children & Family Resource Center's strategic future to staff, board, volunteers and donors
- Knowledge of fundraising strategies and donor relations unique to nonprofit sector
- Skills to collaborate with and motivate board members and other volunteers

PRINCIPAL RESPONSIBILITIES

- Board Governance:
 - Works with board to fulfill the organization's mission. Responsible for leading Children & Family Resource Center in a manner that supports and guides the organization's mission as defined by the Board of Directors.
 - Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
- Financial Performance and Viability:
 - Develops resources sufficient to ensure the financial health of the organization.
 - Responsible for the fiscal integrity of Children & Family Resource Center to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
 - Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.

- Responsible for fundraising and developing other resources necessary to support Children & Family Resource Center's mission.
- Organization Mission and Strategy:
 - Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.
 - Responsible for implementation of Children & Family Resource Center's programs that carry out the organization's mission.
 - Responsible for strategic planning to ensure that Children & Family Resource Center can successfully fulfill its Mission into the future.
 - Responsible for the enhancement of Children & Family Resource Center's image by being active and visible in the community and by working closely with other professional, civic and private organizations.
- Organization Operations:
 - Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.
 - Responsible effective administration of Children & Family Resource Center operations.
 - Responsible for the hiring and retention of competent, qualified staff.
 - Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

Standards

Performance is satisfactory when the Executive Director is:

- Providing leadership and assistance to the board in developing and reviewing the organization's mission and strategy
- Managing and directing the organization's operations, business lines and other activities
- Implementing board policy and directives
- Reporting the organization's activities to the board
- Ensuring the organization's financial resources are properly managed and reporting the organization's financial position to the board
- Communicating the goals, purposes and programs of the organization to partner organizations, the news media and other audiences
- Assisting the board in developing and implementing a fund-raising and resource development plan

JOB COMPETENCIES

- **Think Strategically:** Assesses options and actions based on trends and conditions in the environment, and the vision and values of the organization
- **Adaptability:** Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Creativity/Innovation:** Develop new and unique ways to improve operations of the organization and to create new opportunities.

- **Focus on Client Needs:** Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- **Lead:** Positively influence others to achieve results that are in the best interest of the organization.
- **Behave Ethically:** Understand ethical behavior and business practices and ensure own behavior and the behavior of others are consistent with these standards and aligns with the values of the organization.
- **Make Decisions:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
- **Build Relationships:** Establish and maintain positive working relationships with the board, staff, donors and other community members.
- **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
- **Technology:** Proficient with computers and other office equipment, including experience with web-based databases, and all Microsoft Office programs.

Please submit a cover letter, resume, and the Employment Application found here:
<https://www.childrenandfamily.org/about/employment/> to JamieW@childrenandfamily.org.
You may also mail a cover letter, resume, and employment application to:

Children & Family Resource Center
Attn: Jamie Wiener
851 Case Street
Hendersonville, NC 28792

Deadline for applications is September 26th, 2025.