
**EXECUTIVE DIRECTOR
COUNTY PARTNERSHIP FIRST STEPS TO SCHOOL READINESS**

1. Job Purpose:

Working with the Orangeburg 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 childcare and early education opportunities, and help transition rising kindergarteners into school.

2. Essential Duties:

- A. Under the overall direction of the Orangeburg 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 Orangeburg 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 Orangeburg County First Steps Board.
- D. Seeks additional financial support from public and private sources through grant writing and fund-raising 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 Orangeburg County First Steps Board.
- G. Works closely with the Orangeburg 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. Our ideal candidates will have a Bachelor's Degree in Early Childhood Development or a related field; five years of experience in developing and managing nonprofit programs and services with an emphasis on early childhood programs; strong organizational, fiscal management and fundraising skills; and a knowledge of Orangeburg County with ability to establish strong collaborative relationships in our community. General duties will include planning and managing activities related to the Board's strategies to strengthen families, improve children's health and well-being, improve the quality of childcare and early education opportunities, and help transition rising kindergarteners into school.
- 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.
- E. Fulfill all other duties commensurate with the position of Executive Director.

TO APPLY: Send Cover Letter and Resume to: jrickenbacker@orangeburgfirststeps.org
by March 5, 2021