

Non-Profit Organization: Smart Start of Yadkin County

Location: Yadkin County, North Carolina

Employment Type: Full time

Salary Range: \$51,380 - \$85,631

Overview

Smart Start of Yadkin County is a 501c3 nonprofit organization that seeks a strategic, mission-driven **Executive Director** to lead the organization's efforts to improve outcomes for young children and families. The Executive Director will provide professional leadership, oversee program development and delivery, manage financial and grant responsibilities, supervise staff, and work closely with the Board of Directors to advance Smart Start's mission while ensuring compliance with applicable policies and regulations.

Key Responsibilities

- **Board Communication:** Prepare and present timely written and oral reports, correspondence, and materials so the Board can make informed decisions.
- **Operational Leadership:** Develop and implement operational directives and procedures to carry out Board policies.
- **Program and Staff Management:** Lead programmatic, financial, and personnel functions; ensure compliance with regulations and policies.
- **Financial Oversight:** Maintain the organization's financial viability; manage budgets, cash/in-kind records, and efficient use of resources.
- **Policy and Compliance:** Interpret and apply North Carolina Partnership for Children policies, local policies, contract requirements, and governmental regulations.
- **Monitoring and Evaluation:** Oversee monitoring and evaluation of service providers; provide technical assistance to improve compliance and outcomes.
- **Grant Management and Fundraising:** Manage multiple grants, ensure funder compliance, and lead efforts to secure new funding.
- **Strategic Analysis:** Study trends, identify expansion opportunities, and project future financial growth.
- **Community Representation:** Represent Smart Start professionally in community and industry settings; coordinate outreach and signature events such as Healthy Kids Day and Snacks with Santa.
- **Training Coordination:** Schedule and maintain records for a minimum of two workshops per month for childcare providers.
- **Other Duties:** Perform additional duties as assigned by the Board of Directors.

Qualifications

Required

- **Education:** Undergraduate degree in Business Administration, Early Childhood Development, Education, Human Services, or a related field from an accredited college or university.

- **Experience:** Minimum three years of experience in business, leadership, or management within a public or nonprofit human services organization, including at least two years of supervisory responsibility.
- **Skills:** Demonstrated ability to raise funds and write successful grants; strong written and verbal communication skills; proficiency with Microsoft Outlook, Word, Excel, and PowerPoint.
- **Other:** Valid North Carolina driver's license and ability to operate an automobile.

Preferred

- Master's degree in a related field.
- Two years' experience serving a nonprofit board as an Executive Director.
- Experience working with rural communities and local government agencies.

Core Competencies

- Visionary leadership and ability to inspire staff and community partners.
- Strong organizational, prioritization, and teamwork skills.
- Ability to write reports, press releases, business correspondence, and procedure manuals.
- Comfortable communicating with diverse populations and representing the organization publicly.
- Strong leadership skills and ability to supervise staff.
- Occasional night and weekend hours will be required.

Physical Requirements and Work Environment

- **Physical:** Ability to perform basic operational skills including fingering, grasping, talking, hearing, movement, and repetitive motions; ability to exert up to 50 pounds occasionally. Visual acuity to operate a computer and read extensively.
- **Travel:** Ability to travel off-site to childcare facilities and community events; travel up to 20% of the time. Some sites may lack handicapped-accessible accommodations.
- **Work Setting:** Typical small office environment with the ability to meet stressful deadlines.

Benefits and How to Apply

Benefits

- Health care insurance including major medical, vision and dental (employee only; family coverage available via payroll deduction).
- Life insurance, retirement program, worker's compensation, and unemployment insurance.
- Paid vacation, sick leave, and holiday leave.
- Family and medical leave in accordance with FMLA.
- Child involvement leave and reimbursement for approved employment-related expenses including travel and automobile use.
- Professional development and training opportunities.

How to Apply Submit a resume, cover letter, and three professional references with the subject line **Executive Director Application** to Smart Start of Yadkin County. Include a brief statement of your vision for early childhood services in rural communities and examples of successful grant or fundraising outcomes. For application submission details or questions, please visit Smart Start of Yadkin County's website or contact the Board of Directors.

Mailing address: PO Box 399 Yadkinville, NC 27055

Phone: 336.677.1124

Email: info@yadkinchild.org

Website: yadkinchild.org

Smart Start of Yadkin County is an equal opportunity employer committed to diversity, equity, and inclusion.