



Imprints Cares Executive Director Position Description

Imprints Cares' mission is to enrich children's development while supporting their families on the journey of parenthood. The organization targets the parents of at-risk children to unlock the child's full potential to achieve success in school and in life. Established in 1969, the Winston Salem/Forsyth, N.C. nonprofit, offers high quality, evidenced-based services with proven outcomes, sustained by a diversified income stream.

Imprints Cares seeks a visionary, passionate, innovative Executive Director with proven nonprofit leadership and management skills; demonstrated experience working with an engaged and dedicated Board of Directors; a relationship builder who will sustain collaborations, partnerships and funders; a successful development professional; who welcomes diversity; demonstrates cross cultural competences and possesses exceptional oral and written communication skills.

Position Summary: The Executive Director is responsible for working with the Board of Directors to maintain an effective organizational structure and necessary operational capacity to ensure the success of all agency functions. The Executive Director also provides leadership and direction for planning and evaluating all agency programs and activities, maximizing alignment with the agency's mission and strategic priorities. These responsibilities include, but are not limited to, ensuring that all programs are delivered and evaluated in keeping with best practices, emerging research and community opportunities, and potential innovations; expanding the agency's influence within the larger community; developing robust and diverse funding strategies and managing the agency budget; coordinating meetings with the Board of Directors, attending all regular meetings of the Executive Committee and Board of Directors, and ensuring compliance with pertinent laws and regulations.

Essential Functions:

Board Governance and Policy: Collaborates with the Board of Directors and appropriate committees to develop and implement strategies for ensuring the long-term success of the organization.

- Leads the organization in a manner that supports and guides the organization's mission as defined by the Board of Directors;
- Communicates effectively with the Board and provides, in a timely manner, all information necessary for the Board to function properly and to make informed decisions;
- Works with the Board to identify and recruit leadership of and membership on the Board across time;
- Assists and advises the board in fulfilling the responsibilities of their respective offices;
- Develops and oversees the implementation of various policies, to be approved by the board, designed to further the organization's mission.



Financial Performance and Viability: Understands General Accounting Principles and develops resources sufficient to ensure the financial health of the organization.

- Leads the Board and staff in planning and implementing fundraising strategies, as well as developing various additional resources necessary to support and sustain the mission of the organization through a diversified income stream;
- Assumes a leadership role in forming new partnerships with agencies and funders;
- Oversees the organization's business affairs, including general budgetary control, with approval of the Board of Directors;
- Ensures the fiscal integrity of the organization through submitting to the Board a proposed annual budget and monthly financial statements, exhibiting strong internal control, accurately reflecting the financial condition of the organization;
- Implements fiscal management that operates within the approved budget, ensures maximum resource utilization, and maintains the organization in a positive financial position;
- Ensures an annual audit is performed by an independent accounting firm and educates the board on the importance of careful review of the 990 and financial audit;
- Assures compliance with the articles of incorporation, by-laws, and conflict of interest policies; insuring Imprints Cares continued status as a 501-C-3 nonprofit organization.

Organization Mission and Strategy: Works with Board and staff to ensure that the mission and organizational priorities are fulfilled through excellent programs, strategic planning and community outreach.

- Leads and directs implementation of programs that carry out the organization's mission and objectives;
- Participates with and assists the program directors in proposing, developing, and coordinating long range and strategic plans, ensuring that all programs attain best practice, evidence-based recognition;
- Works closely with the Board to guide on-going strategic planning, based on research and evaluation, to ensure that the organization can continually improve its work and successfully fulfill its future mission;
- Enhances the organization's image by being active and visible in the community and by working closely with other professional, civic and private organizations;
- Supervises the development of branding, promotional, and informational materials for the organization;
- Stays abreast of emerging developments in public policy on the local, state, and national level, while ensuring that Imprints Cares seizes opportunities to influence such policies and retains community respect as a primary source for research and program strategies in early childhood and family life;
- Promotes and advocates for the importance of early childhood as a cornerstone for building strong communities.



Organizational Operations and Services Delivery: Oversees and implements appropriate resources to ensure that the operations of the organization are effective, efficient, and excellent. Ensures effective overall operation of the organization.

- Recruits, interviews, selects, engages and retains competent, qualified staff;
- Reviews and signs all notes, contracts, agreements, and other instruments made and entered into and on behalf of the organization, while ensuring appropriate Board oversight of such documents.

Minimum Requirements:

- Bachelor's degree in social work, education, psychology, public administration or a related field, advanced degree preferred;
- Minimum of five years of senior level nonprofit management experience;
- Demonstrated success in resource development and fundraising for nonprofit agencies;
- Thorough understanding of child development and parenting skills, as well as research in these fields;
- Eight years of direct supervisory experience;
- Proven ability to plan, prioritize and execute multiple projects;
- Proven proficiency in public speaking;
- Grant writing knowledge and experience;
- Strong verbal and written communication skills;
- Bilingual in English/Spanish is a plus;
- Intermediate user of the Microsoft Office Suite of products;
- Technologically savvy and understands the power of social media.

Salary Range: \$80,000 - \$100,000, with benefits

APPLICATION PROCESS

Armstrong McGuire & Associates, based in Raleigh, NC is conducting this search. To apply, click on the link to Imprints Cares' position profile at www.ArmstrongMcGuire.com/apply. You will see instructions for uploading your cover letter, resume and professional references. Finalists will be asked to provide a writing sample. In case of any technical problems, contact beth@armstrongmcguire.com.

Review of candidate will begin immediately and continue through July 7, 2018.

Imprints Cares is an Equal Opportunity Employer.