



## ***Job Description: South Carolina First Steps to School Readiness State Executive Director***

### **The SC First Steps State Executive Director:**

- Is responsible for overall management of the First Steps to School Readiness Initiative.
- Plans, develops, implements, and directs the vision of the initiative, and related policies and procedures.
- Ensures data and evidence-based evaluation of programs on an ongoing basis and directs the strategic planning for the programs to determine future objectives and policies.
- Hires, directs, trains, and manages staff assigned to the Office of First Steps.
- Facilitates the success of the program through supervision and guidance in planning, leadership, collaboration, and communication strategies.
- Facilitates the effective functioning of the State Board of Trustees by establishing agendas for meetings, preparing materials as appropriate, and provides appropriate reports, documents, information, and staff support necessary for the effective functioning of the Board.
- Serves as a collaborative liaison with state, public, private, and other entities to assure coordination, efficiency, and community development processes.
- Working with the State Board of Trustees and Local Boards of Trustees, provides state accountability for local partnership programs.
- Serves as primary spokesperson for the SC First Steps to School Readiness State Initiative, including representing First Steps before the General Assembly.
- Works with the state Board of Trustees to determine budget and recommend changes in relevant legislation.
- Is fiscally accountable to state, federal, and private program funders.

South Carolina First Steps employs a staff of approximately 60 full-time employees, supports 46 local partnerships, raises supplemental funds, and fiscally manages an annual budget over \$ 41 million in local, state and federal dollars. The organization serves as the lead public/private partnership for the administration of early learning services at Early Head Start-Child Care Partnerships in 14 counties, private 4K in 64 school districts, parent training and childcare quality activities through the 46 First Steps Local Partnerships.

### **To perform these duties effectively, an ideal candidate for the SC First Steps' State Executive Director is expected to be able to:**

- strengthen collaborations and promote effective early childhood systems.
- lead a diverse team (in terms of race, class, and geography) of board, staff, funded programs, community resources, and grassroots leaders toward a shared vision.
- demonstrate their ability as a persuasive verbal and written communicator with a strong track record of delivering an organization's message to a variety of audiences (e.g. media, Board of Directors, government officials, parents, and other state and nation leaders, etc.).
- serve in dual roles of State First Steps Administrator as well as supporter to local partnerships and their communities.
- nurture the development of community-level private-public partnerships aligned with and supportive of the state's early learning vision and childhood systems.
- demonstrate a working knowledge of state government operations and a reputation for being a strong advocate. The ability to work on a non-partisan basis is essential.
- be fiscally responsible with public and private funds with an understanding of multiple funding streams and fundraising skills.
- develop, execute, evaluate, and report upon strategic fundraising programs and growth initiatives for both private and public funding.
- travel throughout the state and outside the state for key meetings as needed.

- solve problems and act effectively and efficiently under pressure with integrity.