

**PARTNERSHIP FOR CHILDREN OF CUMBERLAND COUNTY, INC.**  
**Fayetteville, NC**

**POSITION CLASSIFICATION PLAN**  
**Job Description**

**TITLE: President**

**Hiring Range: \$89,266-\$107,119**

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**Incumbent:**

**Date of Next Review:**

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**PRIMARY PURPOSE OF POSITION:**

The President of the Partnership for Children of Cumberland County, Inc. reports to the organization's Board of Directors and serves as the principal professional resource of the Board and its Chairman. In cooperation with the Chairman, the President represents the organization to the community. This effort will be principally executed through the following objectives:

- A. To advise and assist the Board Chairman as well as the Board of Directors in carrying out its functions and responsibilities; to manage the organization; to develop and establish objectives and long range plans; to assure all goals are met.
- B. To assure the promotion of activities that will enhance the growth and development of the total service area.
- C. To assure the development and execution of an effective staff development program as well as a dynamic public information program.
- D. To pursue the application of management concepts that promotes the growth of the employees and of the organization.
- E. To provide timely reports to the Board of Directors in all areas of responsibility.

**DIMENSIONS:**

Directly Supervises:

Chief Operating Officer, Executive Specialist, Vice President of Information Technology, Vice President of PD&C, and Vice President of CCR&R

**ANNUAL PAYROLL**

(Excluding Benefits)

Salaried, Exempt: \$ \_\_\_\_\_

Non-Exempt \$ \_\_\_\_\_

Contract: \$ \_\_\_\_\_

**ANNUAL OPERATING EXPENSE:**

\$ \_\_\_\_\_

**ANNUAL OPERATING REVENUES:**

\$ \_\_\_\_\_

**COMPANY ASSETS CONTROLLED OR AFFECTED:**

\$ \_\_\_\_\_

**NATURE AND SCOPE:** The President is responsible for the Executive functions in managing the organization. The President is responsible for consulting with staff for the development of plans for the attainment of the organization's objectives; the development of annual work plans, programs and related budgets; the requirements for maintaining the physical facility, staffing requirements and financial solidarity; the planning/development and maintenance of facility improvements; the execution of the organization's policies; the utilization of consultant expertise when necessary for consistent operations; and the planning of the organization's agenda with the Board of Directors. The President also serves as the liaison between Board Chairman and Board of Directors/Officers.

The President will be responsible for the following **Essential Functions**:

1. Assure the continuity of top-level direction for the organization through a program of cooperation/collaboration with the State agencies, local Human Services agencies, and private sector organizations;
2. Identify and address initiatives which might be appropriate for PFC and other funding;
3. Cultivate and develop cooperative relationships with government and community groups and individuals to fund and implement effective early childhood service systems;
4. Establish organizational plans, policies, and procedures as necessary for effective day-to-day operations; manage and direct the activities of the organization staff;
5. Provide community leadership with regard to the deliverability of services to eligible program participants;
6. Develop, plan, organize, implement and evaluate an annual and long range program plan;
7. Plan, organize, implement and evaluate an annual budget for the effective use of all funding;
8. Oversee fiscal management of available financial resources including grants, preparation of operating budgets, and accounting for all funds, property and official records according to the guidelines put forth by the North Carolina Partnership for Children and the North Carolina Department of Human Services; defines and executes all of the Partnerships' contractual obligations, including subcontractors where applicable;
9. Oversee the coordination of broad-based, collaborative efforts among human services agencies to ensure optimal use of available funds and human resources;
10. Review periodically, in consultation with staff, the functions, activities and staffing requirements; develop and recommend to the Board of Directors the organizational structure best suited to carry out the organization's objectives;
11. Interview, select, hire, promote, demote, transfer, and terminate employment of all employees. Establish compensation levels for all employees in accordance with the bylaws. Authorize all personnel recommendations made by other management for positions in their respective areas;
12. Assure that staff is trained to meet the qualifications of their respective positions;

## **President (continued)**

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13. Periodically review the performance of direct report staff to encourage growth and development;
14. Administer the organization policies and wage and salary programs; review, in consultation with staff, the salary plan and make appropriate recommendations to the Board of Directors;
15. Assure that position descriptions are prepared and maintained current for all positions in the organization;
16. Conduct periodic staff meetings to improve communications; resolve problem situations by developing a spirit of team work; assure that staff follows this practice in their teams;
17. Direct the activities of the organization; delegate authority to staff, where appropriate, with full recognition that delegation of authority does not relieve overall responsibility; seek understanding and full acceptance of this delegation;
18. Approve travel and other expenses of staff in accordance with operational procedures;
19. Approve vacation and leave schedules for immediate staff;
20. Review needs for, and qualifications of, consultants; make recommendations to the Board of Directors, as appropriate, in accordance with budgetary requirements;
21. Assume an appropriate role in community development activities and accept speaking invitations;
22. Coordinate, with the Board of Directors, the development and execution of the organization's strategic plan; assure that all aspects of the events are on schedule in accordance with the intent of the plan; report to the Board of Directors, as appropriate;
23. Represent the organization in financial and budgetary matters when meeting with the various committees concerning expenditures;
24. Keeps the Board of Directors, Officers and Chairman advised of the pertinent business concerns affecting the Partnership;
25. Accept other duties as necessitated by the demands of the organization;
26. Oversees and makes the final decision of the organization's computing and telecommunications infrastructure to ensure reliable systems for electronic mail, file and print services, network infrastructure, telecommunications, internet web services and network backups.

### **JOB RELATIONSHIPS:**

The scope of this position is broad. The President of the Partnership for Children of Cumberland County, Inc. is required to establish and maintain significant relationships with persons at all levels of the Human Services field and the community at large.

### **JOB REQUIREMENTS:**

**President** (continued)

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1. The President of the Partnership for Children of Cumberland County, Inc. must possess at least a Bachelor’s Degree in Business Administration or related business field, Public Administration, Public Policy, Education or Human Services-related field; Master’s Degree preferred in the areas above.
2. At least three years’ experience in management with at least two of these years supervising staff with total responsibility for performance reviews required.
3. Three to five years’ experience in program management, budgeting, staff development, and supervision; must be familiar with the functions of a non-profit agency; must have above average written and verbal communication skills.
4. Experience in financial administration required.
5. Have skills in the successful implementation of grant monies; fundraising/grant writing and non-profit board experience preferred.

**PHYSICAL REQUIREMENTS:**

Must be able to perform the essential duties of the position.

**EMPLOYER’S RIGHTS:** This job description is general and illustrative of the kind of duties required of this position. It is not exhaustive and does not contain a detailed description of all the duties that may be assigned to the incumbent occupying this position.

<b>Created /Evaluated</b>		
<b>Revised</b>	<b>May 2015</b>	<b>Adjusted duties to align with PFC dept functions</b>
	<b>Feb 2016</b>	<b>Job Requirements revised to match NCPC’s requirements</b>
<b>Re-evaluated</b>		