



Communities
In Schools®

Rowan County

VACANCY ANNOUNCEMENT

Executive Director for Communities in Schools of Rowan County NC

The Board of Directors of Communities in Schools of Rowan County North Carolina seeks to fill the position of Executive Director with an experienced, dynamic leader with strengths in community relations, staff training and supervision, resource development, and financial/operational management.

Our Mission

The mission of Communities in Schools of Rowan County is “To surround students with a community of support, empowering them to stay in school and achieve in life.”

Program Overview

Communities in Schools (CIS) is the Nation’s #1 Dropout Prevention Program. CIS of Rowan County began in 1998 and was chartered in 2001. Currently we serve over 1,800 children attending eight Rowan County schools and their families. Communities in Schools offers in-school mentoring and tutoring, supportive guidance to students and parents, transportation, school uniforms and supplies, referrals to community agencies and assistance with “emergency” clothing for students at the elementary schools. The operational budget of CIS of Rowan County has grown from \$57,000 in its first year to a budget of more than \$300,000. Resources are drawn from a variety of public and private sources, including the United Way of Rowan County. CIS of Rowan County is a registered 501(c)(3) nonprofit organization governed by a Board of Directors consisting of twelve citizens of the community. Board members bring a diverse background of educational, business, public, or private career experiences and work collaboratively with the Executive Director.

Responsibilities

- Lead a part-time staff of ten experienced, highly trained Site Directors who each have a minimum of a Bachelor degree. Manage human resources including payroll, evaluation, and supervision of staff.
- Guide organization through data-driven decision-making, using data collected through the CIS Data Management System (CISDM) to continually analyze, refine, and improve delivery of services to students.
- Lead the organization by developing resources and pursuing grant funding
- Manage all financial operations of the organization, with a budget in excess of \$300,000 annually.
- Oversee the management and/or distribution of resources in order to meet organization objectives.
- Develop expertise in public school education programs and knowledgeable about the latest research on dropout prevention and evidence-based practices.
- Work effectively and collaboratively with donors, foundations, community leaders, school leaders, teachers, parents, students, other nonprofits and various stakeholders.
- Meet with community leaders and organizations; clearly articulate the Mission of CIS Rowan and represent CIS of Rowan County at local, state, and national levels.

Education and Preferred Qualifications

- Bachelor’s degree required with five or more years of progressive experience at an executive level in a non-profit or organization, or in education administration.
- High degree of integrity with ability to work effectively with diverse groups of parents, students, educators, and community leaders.
- Excellent written communication and public speaking skills. Familiar with office technology applications including Microsoft Office Suite, as well as ability to review and analyze data.

- Passion and vision regarding meeting the needs of school children impacted by poverty and their success at each stage of education, graduation from high school, and opportunities to obtain meaningful and rewarding careers.
- Proven financial management abilities.
- Proven exceptional planning and organizational skills, and ability to work independently to set goals, meet deadlines, evaluate results.
- Demonstrated ability to seek and secure funding from grant sources as well as public and private donors.
- A positive and energetic personality, with a self-driven approach to achieving planned objectives set by the Board of Directors.

Compensation

Salary range of \$45-54,000/year depending upon experience and qualifications. Benefits negotiable.

To apply

Submit a cover letter and resume together as MS Word or Adobe pdf documents via email to:

Bob Foreman, Chair
CIS Rowan E.D. Search Committee
Communities in Schools of Rowan County
volunteer@cisrowan.org

Applications will be accepted until **Friday, December 11, 2020**, or until the position is filled.
Communities in Schools of Rowan County NC is an Equal Opportunity Employer.

Writing samples and references will be required from finalists who will be notified after the application deadline. Academic, credit, and criminal checks will be conducted before any official offers are made. At least three work-related references will be required for finalists.