



Executive Director

Oconee County First Steps

Position Overview

Oconee County First Steps is seeking a dynamic and experienced Executive Director to provide strategic leadership and oversee the overall management and operations of the organization. The Executive Director is responsible for implementing the strategic direction and policies established by the South Carolina First Steps and the Oconee County First Steps Board of Directors.

This role ensures that all programs and initiatives align with the agency's mission and vision, supports strong community partnerships, and advances advocacy and programming efforts that benefit children and families in Oconee County.

Employment Details

- **Status:** Full-Time with Benefits
- **Salary:** Base Salary – \$50,000
- **Hours:** 40 hours per week
- **Location:**
Oconee County First Steps Office
135 E. Main Street
Westminster, SC 29693
- **Application Status:** Open Until Filled

Key Responsibilities

Organizational Leadership

- Ensure the organization has a long-range strategic plan developed collaboratively with the Board and staff.
- Provide leadership in developing programs, organizational priorities, and financial plans aligned with board-approved policies.
- Work closely with the Executive Committee (Board Chair, Vice Chair, and Secretary) to support effective governance.
- Serve as the primary liaison with the assigned South Carolina First Steps Program Officer.
- Act as the official representative and correspondent of the organization and, with designated officers, execute legal documents.
- Ensure all organizational policies and procedures are reviewed annually and remain current and effective.



Financial Management & Reporting

- Develop and maintain sound financial practices and internal controls.
 - Prepare, analyze, manage, and report on organizational budgets.
 - Work with the Executive Board and South Carolina First Steps finance staff to develop and manage the annual budget.
 - Ensure the organization operates within approved budget guidelines.
 - Maintain adequate funding to support all programs and operations.
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External Relations & Program Compliance

- Maintain official organizational records and ensure compliance with federal, state, and local regulations.
 - Oversee execution of all grants in accordance with grant agreements, budgets, and reporting requirements.
 - Ensure timely completion of required reports, including the Annual Report, Formula Grant, and Comprehensive Plan.
 - Serve as the primary spokesperson for Oconee County First Steps to constituents, media, and the public.
 - Build and maintain strong partnerships with community organizations, agencies, and stakeholders.
 - Approve and review all public-facing communications, including social media, blogs, and newsletters.
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Board Relations

- Report directly to and work collaboratively with the Board of Directors.
- Support Board engagement in policy development and strategic decision-making.
- Keep the Board fully informed of organizational operations, financial status, and program outcomes.
- Provide timely, accurate information to support effective governance and informed decision-making.



Qualifications & Skills

- Bachelor's degree in a relevant field (e.g., Business Administration, Social Sciences, Leadership, or related field) required; Master's degree preferred.
 - Strong verbal and written communication skills, including experience with social media and public communications.
 - Knowledge of nonprofit management, governance, fundraising, and team leadership.
 - Demonstrated experience in budget management, fiscal oversight, and financial reporting.
 - Experience with data collection, data entry, and reporting.
 - Knowledge of preparing audit materials, annual reports, and compliance documentation.
 - Proven ability to build and maintain effective community partnerships.
 - Passion for the mission, vision, and values of Oconee County First Steps.
 - Familiarity with fundraising strategies, donor relations, and internship utilization.
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How to Apply

Interested candidates should apply by visiting our website (www.oconeefirststeps.org) and navigating to the Career Opportunities section. Applications are submitted through an online Google submission form and will require the following materials:

- Resume
- Cover Letter
- Professional References

Only applications submitted through the website's Career Opportunities page will be accepted. We thank all applicants for their interest; however, only those selected for an interview will be contacted.