

Chief Executive Officer Position Summary

The CEO is responsible for the leadership and administration of the South Carolina Center for Fathers and Families (the Center) which provides the overall direction and infrastructure for the statewide Fatherhood Initiative including a wide array of national, state, and local partners, awareness and advocacy for low-income men as responsible fathers, and oversight for the six regional fatherhood organization sub grantees in 14 locations.

Reports to: SC Center for Fathers and Families Board of Trustees

Location: Columbia, SC

Key Areas of Responsibilities

Takes the lead on ensuring the Center becomes and remains the single most knowledgeable and experienced organization serving fathers in the Southeast. The Center strives to be a resource through web-based information, published research, tool kits, public speaking and training to fathers, practitioners and decision-makers and leaders.

- Maintains the focus of stakeholders on the mission of the Sisters of Charity of St. Augustine and the Center and ensures that values of the organization are always considered in the decision-making and planning for the organization and the people it serves.
- The CEO embodies the characteristics of a servant-leader, the faith-based mission and encourages the same from the board and staff.
- Maintains a vigilant watch over all resources and assets - physical, financial, and human - of the organization to ensure that they are protected, maximized, and grown.
- Regularly coordinates planning and visioning opportunities for all stakeholders of the organization and inspires and motivates the stakeholders and partners for achieving a common mission.
- Maintains open and cooperative relationships with members of the Sisters of Charity Health System senior leadership.
- Works with staff to “identify” gaps in resources, needed research, and training and works with others to provide the products or trainings to meet those needs.

Strategic Resource Development

Develops and sustains strategic relationships that yield substantial resources to support local fatherhood organizations and the overall goals and objectives of the Center.

- Works with the Board of Trustees, staff, and consultants to plan and develop a robust annual fund-raising plan and marketing campaign to raise visibility of the Center among various constituents and the public.
- Develops and sustains a diverse funding base and partnerships with an emphasis on government, corporate and foundation giving while growing a strong individual donor base.
- Works with contracted grant writers to develop relationships with potential funders and successful proposals to support local fatherhood organizations as well as the overall initiative.
- Works with the Fund Development/Communications Committee of the Board and the Senior Director of Development to implement a rigorous and diverse development plan.
- Routinely works with the Board and staff to discover innovative revenue generating opportunities.
- Ensures that all funders’ grants and individual donors’ gifts are used in accordance with their guidelines or personal wishes.

Communications & Advocacy

Positions the Center as the leading resource in South Carolina for fathers, practitioners, decision makers, public, and the media.

- Serves as chief advocate for fathers and families through communications and public policy.
- As a fiercely dedicated and passionate spokesperson, advocates for the value of fathers and their significant contributions to their families.
- Works with Board, staff, and consultants to develop and implement consistent messaging and a diverse marketing campaign.

- Knowledgeable and involved in national, state, and local issues impacting fathers and families and ensures that concerns affecting fathers and families are communicated to national, state, and local policy makers, task forces, advisory committees, planners, and funding bodies.
- Actively seeks partners and collaborators in advocating for issues impacting fathers and families and on changing public policy.

Strategic Visioning

Work with the SCCFF Board and staff to ensure the SCCFF mission is fulfilled. Maintain a sense of urgency and be pioneering in the creating and deployment of organizational strategies that are impactful, scalable, and drive stakeholder alignment.

- Working closely with the Board, oversees strategic planning development and implementation. Executes strategic plan, monitor progress, and evaluate effectiveness.
- Continually researches new opportunities for growth. Analyzes industry, market, societal, community, and cultural data and trends and gather input from stakeholders.
- Spearheads the organization's business strategies, ensuring that they align and remain consistent with the organizational mission and core values.
- Support the development and execution of long and short-term operational objectives and actions to support the business strategy. Provide leadership on critical issues affecting the organization.
- Inform Board and President of the Sisters of Charity Foundation of South Carolina of program activities through periodic written and verbal reports. Plan board participation through committee work. Present proposals and recommendation to the board for action.
- Ensures local organizations are innovative and new ideas are implemented consistently, so that services strengthen fathers and families and meet evidence-based outcome measurements.

Board & Partner Relations

Builds a diverse, charismatic, and committed Board of Trustees. Ensures that all Board members are kept abreast of progress towards organizational goals, emerging trends and policies and practices affecting fathers and the financial health of the organization.

- Routinely informs board members of matters needed to effectively do their jobs.
- Maintains a working relationship with the board chair to ensure the Center delivers on its the mission. Keeps the board chair informed on issues such as risk management and updates on operations.
- Maintains open and frequent communications with the executive directors and respective Boards of Trustees of local fatherhood organizations who are aligned with the Center.
- Works with Center and Fatherhood organization staff to ensure that all programs are implemented consistently across the state.
- Promotes the engagement of the Board of Trustees in critical thinking, strategic planning, financial and resource development, and overall leadership and organizational wellness.
- Works closely with the Governance Committee to identify and recruit a diverse board that is committed to the mission and ministry of the Sisters of Charity of St. Augustine and the Center and is willing to give of their time, talent, and financial resources to support the organization.
- Ensures that all board members receive proper onboarding and are appropriately assigned to committees.
- Serves as the primary staff member reporting to the Board, the executive committee, and the governance committee and is responsible for overseeing the staffing of all other committees.

Organizational Leadership

Oversees the organizational structure to support programming, financial wellbeing, data and technology, communications, fund development, and grants and partnership management. Works with the board and staff to develop, enhance, and implement policies, procedures, and systems that will improve the overall capacity of the organization's structures, processes, and operations and the effectiveness of its delivery systems.

- Works closely with the Finance Committee, the Center Director of Finance and Operations and the Sisters of Charity Health System Finance Department to ensure that the Center is fiscally sound, compliant with all legal and regulatory standards, and has rigorous accounting standards for grants and budget tracking.
- Ensures the development and monitoring of annual budget including Center operations and sub grantees.
- Works with the Board of Trustees as well as local fatherhood organizations' leadership to ensure that all staff have the resources and work environment, they need to do their jobs effectively and successfully.
- Creates a transparent respectful environment that promotes teamwork, passion for the mission, diversity, learning and healthy debate, and open communications.
- Monitors the implementation of human resources policies, and is responsible for the career development, hiring and terminating, and performance measurement of all staff and consultants.
- Continue to build upon and develop a cohesive management team. Lead the team in the selection, management, and retention of a diverse and talented workforce (staff and contractors) committed to the SCCFF mission.
- Provide leadership and guidance for the design, development, and implementation of volunteer and human resource systems to ensure that the organization can attract and retain a diverse and well-qualified talent pool of volunteers and employed staff.

Requirements

Experience, Skills, & Educational Requirement

- Bachelor's degree in a related field and at least five years in senior management. Advanced degrees and/or certifications preferred.
- Proficient in non-profit organizational management and administration.
- Proven leadership skills developed by years of working in senior management.
- Organizational development, interpersonal skills, marketing, communications, fund development administration and personnel management.
- An affinity for working in "a mission-driven" faith-based organization serving low-income fathers and families.
- The ability to be a continuous visionary, trustworthy, diplomatic, and innovative.
- A desire to serve" as a passionate and relentless advocate with a high energy level.
- Experience managing a complex multi-million-dollar budget.
- Success at building and sustaining collaborative partnerships.
- The ability to foster a healthy and vibrant organization with capacity to achieve organizational goals.
- Experience working with a non-profit board.
- Experience in management of staff.
- Understanding of governmental systems and policy.
- Appreciable knowledge of community service delivery.



The Center for Fathers and Families has engaged Find Great People to conduct the search. All interested candidates should contact Robyn Ezzell at rezzell@fgp.com