



Upstate Fatherhood Coalition

Executive Director Job Description

Who Are We?

The Upstate Fatherhood Coalition is one of six regional fatherhood organizations across South Carolina that provides support and guidance for fathers and their families. We have a 20+ year impact within the region and a proven record of positively strengthening relationships between fathers and their children. We strive to connect men with the resources and information that they need to be the best dads that they can be.

What Would Be My Role?

The Executive Director reports to the Board of Directors and serves in a critical leadership role to transform and shape the lives of fathers and families in the Upstate Region. You will oversee all programming, services, staffing, and resource development activities for the organization. You will work with your staff and Board of Directors to provide quality services to program participants and work to establish and maintain relationships with community partners. Your role requires the unique ability to manage staff, fundraise, and maintain a high level of visibility within the region. Effective management, leadership, financial, and public relations skills are absolutely essential in this role.

Executive Director Job Responsibilities:

- Responsible for planning, organizing, and directing the organization's operations and programming to ensure organizational goals and outcomes are achieved with fidelity.
- Oversee staff onboarding, recruitment, retention, management, training, and other human resource activities.
- Implement and maintain consistent accounting policies, procedures, and reporting.
- Provide financial oversight of the organization while working closely with the organization's Director of Administration, funding entities, and other staff members to ensure financial adherence and accountability.
- Manage, approve, and support annual budget reviews, monthly and quarterly reviews, and periodic forecast updates with operational and senior management.
- Maintain ongoing, transparent contact with board members on organizational performance.
- Work collaboratively with the board to establish and prioritize strategies to support and grow the organization.
- Maintain positive relationships with funders and community partners to enhance organizational performance.
- Oversee fundraising efforts while working collaboratively with fund development professionals and other relevant staff members.

Executive Director Qualifications / Skills:

- Demonstrated ability to provide leadership, vision, and management to a regional non-profit organization. Must be able to develop long and short-term strategies to achieve the vision and communicate appropriately to inspire support and action.
- Must have strong organizational skills, and be detail oriented with the ability to prioritize, manage multiple projects, and execute in a high-volume environment.
- Must be able to meet deadlines, implement a unified strategy and accept direction as part of a statewide collaborative.
- Must be able to demonstrate an established track record in fundraising in a non-profit setting.
- Ability to work both independently and with others to resolve issues and maintain composure and professionalism in an environment of changing and/or multiple priorities.
- Ability to maintain social, ethical, and organizational standards in job-related activities, at work, and in the community.
- Excellent communication skills with the ability to develop and convey thoughts clearly, logically, and concisely both orally and in writing.
- Ability to travel, work a flexible schedule and respond to emergency situations.
- Demonstrated commitment, passion, and compassion for the mission of the Upstate Fatherhood Coalition.

Education, Experience, and Licensing Requirements:

- Bachelor's degree in business, social services or related field or equivalent experience. Master's degree preferred.
- Minimum of five years of management/leadership experience in a non-profit setting.
- Experience in organizational development, program management, financial oversight, and data-driven decision-making to achieve outcomes.
- Five years of experience working with vulnerable populations.
- Must have a valid driver's license and acceptable driving record.
- Must agree to pre-employment drug screen and criminal background check.