

Anson County Partnership for Children

Job Description

Program Coordinator

Position Summary: The Program Coordinator assists the Executive Director and provides leadership and support to improve the quality of ACPC programs serving children and families in Anson County.

Fair Labor Standard Act: Non-Exempt

Education, Experience, Requirements

- BA degree in Early Childhood Education, Education, Business Administration, Public Administration, or human services-related field *required*
- 3 years of experience in management (including experience supervising staff) *required*
- Experience in financial administration *preferred*
- Fundraising/grant writing and non-profit board experience *preferred*
- Residency in Anson County *preferred*
- Some travel, evening and weekend work
- Criminal background check and drug screen *required*

Organizational Development and Evaluation

- Oversee development of ACPC programs and activities
- Manage all evaluation and progress of ACPC programs toward meeting goals and objectives
- Manage collection of data and reporting of ACPC evaluation results
- Manage collection of local data and information for development and implementation of needs-based strategic planning and grants
- Assist with Board meetings including preparation of minutes

Community Outreach and Engagement

- Oversee public education and awareness to promote ACPC goals and activities
- Manage articulation of ACPC vision, mission and goals in the community
- Plan and oversee special events, presentations and community education
- Represent ACPC as active community leader including participating in community meetings and events

Fund Development

- Manage implementation of comprehensive and diversified fund development plan to sustain and support the work of ACPC
- Oversee funding requests and proposals for submission to funding sources
- Maintain positive relationships with current and potential funders
- Oversee communication with major donors

Financial Administration

- Assist Executive Director with development, management and monitoring of all funding budgets
- Assist with execution of ACPC contractual obligations
- **Other tasks as assigned by Executive Director**
- **Compensation based on education and experience**

Anson County Partnership for Children does not discriminate on the basis of race, color, sex, national origin, religion, age or disability in employment or provision of service.