



---

## Imagine Pamlico, Executive Director Job Description

**Job Title:** Executive Director

**Reports To:** Board of Directors

**Job Summary:** The Executive Director role requires a dynamic, motivated individual who can balance day-to-day task and hands-on management with strategic vision, ensuring that Imagine Pamlico remains financially stable, operationally efficient, and mission-focused.

**Job Specifications:**

- This is a  $\frac{3}{4}$  time position, requiring 30 hours a week.
- There are no health or dental benefits associated with this position at this time.
- The salary offered for this position is \$45-55,000/year.

**Key Responsibilities:**

- 1. Leadership and Vision:**
  - Develop and implement Imagine Pamlico's strategic plan.
  - Serve as a spokesperson and advocate for Imagine Pamlico.
  - Grow and solidify a positive organizational culture that balances focus, promotes collaboration, and pursues innovation.
- 2. Board Development and Governance:**
  - Collaborate with the Board of Directors to set policies and strategic direction.
  - Preserve and protect mission and vision by balancing board initiatives and direction.
  - Ensure effective communication and reporting to the board.
  - Assist in recruiting and onboarding new board members.
- 3. Fundraising and Financial Management:**
  - Develop and execute fundraising strategies to secure financial support.
  - Oversee the preparation and management of the annual budget.
  - Ensure financial health and sustainability through sound fiscal practices.
- 4. Program Development and Management:**
  - Oversee the development, implementation, and evaluation of programs and services.
  - Ensure programs align with the Imagine Pamlico's mission and goals.
  - Monitor and report on program outcomes and impact.
- 5. Staff Leadership and Development:**
  - Recruit, hire, and manage staff, fostering a supportive, innovative, and productive work environment.

*...Where imagination can become reality for a better Pamlico*

PO Box 308, Bayboro, NC 28515

[www.ImaginePamlico.org](http://www.ImaginePamlico.org)



- Provide ongoing professional development opportunities for staff.
  - Conduct regular performance evaluations and address any issues promptly.
6. **Community Engagement and Advocacy:**
- Build and maintain strong relationships with stakeholders, including donors, partners, and community members.
  - Represent Imagine Pamlico at public events, meetings, and media engagements.
  - Advocate for Imagine Pamlico's mission and goals within the community.
7. **Compliance and Risk Management:**
- Ensure compliance with all legal and regulatory requirements.
  - Develop and implement risk management strategies.
  - Maintain up-to-date knowledge of nonprofit governance best practices.

**Qualifications:**

- Bachelor's degree in nonprofit management, business administration, or a related field or the equivalent professional experience.
- Minimum of 4 years of experience in the nonprofit sector.
- Experience with fundraising and financial management.
- Strong leadership, communication, and interpersonal skills.
- Ability to think strategically and execute plans effectively.
- Passion for the organization's mission and goals.

**Skills:**

- Strategic planning and visioning
- Financial acumen and budgeting
- Fundraising and donor relations
- Program development and evaluation
- Staff management and development
- Community engagement and advocacy
- Compliance and risk management
- High level of proficiency with general purpose office systems
- General knowledge of social media platforms
- Familiarity with AI and the application of specific LLMs.