



POSITION ANNOUNCEMENT: Executive Director, Third Street Education Center
LOCATED IN: Greenville, North Carolina

Third Street Education Center exists
[vision] to see generations transformed by the power of the Gospel
[mission] as we educate and equip in ways that bring dignity and hope.

BACKGROUND

In August of 2012, Meridith and Rich Rizzuti purchased the old Third Street School with the dream that God would use the building to help transform Greenville and the larger community. Little did they know, this would be the birth of Third Street Education Center. What followed was the outpouring support of more than 700 individual volunteers, local contractors and suppliers that delivered Third Street its Certificate of Occupancy in November of 2012. That community support has only increased over the past 8 years. The result has been a clear vision and a specific three-branch strategy that includes the Academy, Business & Workforce Development, and Community Impact.

- Third Street Academy is a private Christian school for boys PreK to 5th grade focusing on character development, spiritual formation, and academic success.
- Third Street Business & Workforce Development offers gainful employment to break cycles of substance abuse and recidivism.
- Community Impact seeks to build community through volunteer action that drives youth programs, community work projects, and building relationships.

The strategy was built to share the gospel, to bridge the racial divide, and takedown barriers that are impacting diverse groups at an unproportional rate. Greenville is second in the nation of children born to unwed mothers. In Pitt County, 42.9% of households are single-parent homes. Economically, West Greenville is drastically behind the larger community in homeownership and medium household income making it hard to increase wealth. Within Pitt County, 80% of all high school dropouts are African American. With a 35.3% African American population percentage, these numbers are severely out of alignment.

The current scope of operations and management includes an estimated \$1.6M of top-line revenue with \$900K generated from Workforce Development and \$700,000 from private contributions. The team consists of 30 plus staff with the support of 10 board members, 20 plus strategic partnerships, and 200 volunteers. To learn more, visit Third Street's website at <https://thirdstreetec.org/>.

THE LEADERSHIP OPPORTUNITY

Reporting to the Board of Directors, the Executive Director provides leadership and management as it relates to the execution of the organization's mission. S/he is responsible for overall strategic planning, revenue generation, resource (financial, personnel and facility) management, organizational development, and staff and volunteer team management. The Executive Director drives the development of challenging objectives and goals that will propel the organization to

realize its vision. The Executive Director will act in such a way as is consistent with the vision and mission of the Third Street Education Center.

The Executive Director will be called upon to fulfill the following key responsibilities:

Leadership and Strategic Impact

- Develops and leads the strategy of the organization within the broad context of the mission as it relates to the cultural landscape of the community served.
- Takes a leadership role in driving a collaborative process with the Board of Directors, staff and/or volunteers and members that would result in the development of goals, objectives, operational plans, and evaluation for the organization.
- Cultivates a strong partnership with the Board of Directors in setting policies consistent with the mission of Third Street. Works, as needed with all standing and ad hoc committees of the Board.
- Articulates the vision in an inspiring way to internal and external constituencies.
- Builds relationships with strategic partners on behalf of Third Street to fulfill the vision.
- Actively engages and energizes Third Street’s volunteers, Board members, committees, teams, beneficiaries, collaborators, and funders.
- Establishes good working relationships and collaborative arrangements with community groups, funders, politicians, and other organizations to help achieve the goals of the organization.

Operational and Financial Oversight

- Oversees preparation of the annual budget and other necessary financial documents. Provides information and justifications for the Board of Directors in its budgetary review and approval process.
- Ensures strong internal controls, fiscal responsibility, accountability, regular financial statements, and efficient, accurate, and consistent financial operations and practices.
- Ensures that Third Street has the appropriate systems, physical space, and technology to operate efficiently and effectively.
- Responsible for the stewardship of facilities and equipment. Works closely with the Board to finalize strategic and capital projects, as well as operating goals that stem from these priorities.
- Ensures high-quality program delivery, evaluation, and reporting that promotes the effective utilization of personnel and financial resources. Provides direction for expanding or modifying programs and services as it relates to the strategic plan.
- Devises remedial actions for any identified issues and conducts crisis management when necessary.

Fund Development

- Serves as the chief development officer for the organization.
- Oversees all fund development plans and activities, including acquisition, cultivation and stewardship of donors, annual appeals, events, grant writing, and identifying new resources.
- Leads fundraising efforts including the Board’s involvement in fundraising, personally cultivating and soliciting donors, and developing sustainable fundraising plans and processes for the organization.
- Responsible for the consistent flow of revenue to the organization, supporting Workforce Development, philanthropic giving, and activities through diverse and multi-faceted income streams.

- Builds long-term relationships with key donor segments based on mission, cultivation, and stewardship, program outcomes, and sound fiscal management.
- Plans and executes a capital campaign for facility needs as Third Street expands.

Staff Development

- Leads, motivates, and develops staff to ensure they are passionate about what Third Street has achieved and are committed to working effectively toward continued improvement and growth.
- Fosters a positive culture of teamwork that supports a productive, Christ-centered, mission-focused work environment.
- Ensures the organization has a diverse staff and volunteers with skills appropriate to the needs of their position through people management activities including hiring, separation of employment, ongoing staff development, performance management, compensation, and benefits.
- Builds an effective team of leaders by providing guidance and coaching to subordinate managers.
- Ensures that employment policies and legal guidelines are adhered to in all employment practices and partners with the Board and committees to implement any personnel policy changes.
- Serves as ex-officio member of the Board of Directors and ensures staff representation on all committees.
- Implements personnel policies, standards for performance and overall performance review process to ensure growth both spiritually and personally.

Communications and Outreach

- Promotes Third Street’s visibility and welfare through participation and membership in community forums, cross-denominational unity efforts, civic organizations, and activities that are aligned with mission and vision.
- Oversees the development of a strategic communication and marketing plan that provides a clear and concise conveyance of Third Street’s story.
- Guides all communications including newsletters, impact reports, the website, database platform, social media, and other general communications to ensure alignment of the brand, vision, and mission of Third Street.
- Builds and manages positive relationships with partner organizations, the local community, media outlets, and churches.
- Represents Third Street in all media relations by participating in interviews, developing press releases, and all other media type engagements.
- Relentlessly casts the organizational vision, inviting collaboration with other non-profit corporations, local churches, public institutions, and civic organizations.
- Advocates at the local, state, and federal levels for the community served by Third Street.

SKILLS AND QUALIFICATIONS

The new leader must demonstrate a calling to and passion for Third Street’s mission and align with its statement of faith. In addition the ideal candidate will possess the following qualifications:

- A baptized believer with a personal relationship with Jesus Christ
- Committed to an active and vibrant prayer life, a consistent witness for Jesus Christ, and living out a dynamic Christian walk with a loving spirit

- Five or more years of experience in non-profit executive or pastoral management role where organizational sustainability and growth were key parts of the position
- Bachelor's degree or higher from an accredited college/university
- Strong sense of passion to work with diverse groups seeking reconciliation, redemption, and unity
- Excellent oral and written communication skills, including giving and receiving feedback
- Strong interpersonal and deep relational skills, with the ability to build trust, respect, and camaraderie among a diverse group and interact equally well with board, staff, community leaders, parents, and youth.
- Demonstrated fundraising experience with success in building dynamic relationships with key stakeholders, church, business and foundation leaders, and others who can influence individual, corporate, and foundation, and giving; experience cultivating, soliciting, and stewarding major gifts; grant experience preferred
- History of demonstrating the sound judgment, administrative skill, and financial acumen necessary to oversee day-to-day operations, direct staff, and manage a budget of at least \$1 million
- Detail-oriented, logical, and methodological approach to problem-solving
- Ability to maintain confidentiality
- DEI training and experience preferred or a heart to learn
- Familiarity with Eastern NC

The director should also possess the following attributes that will aid in building relationships and being effective in the position:

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|---------------------------|-------------------|
| • Servant Leader | • Mission Focused |
| • Relational | • Team Builder |
| • Community Sensitivity | • Humble |
| • Strong Communicator | • Organized |
| • Pastoral | • Adaptable |
| • Visionary and Strategic | |

SALARY AND BENEFITS:

This is a full-time, exempt position. Salary is commensurate with experience and the size of Third Street's budget. Third Street offers a benefits package for full-time employees that includes personal time off (17 days in the first year), 11 holidays, soul care days, phone allowance, optional supplemental health insurance, and a matching retirement plan.

APPLICATION PROCESS

Armstrong McGuire & Associates, based in Raleigh, NC, is conducting this search in partnership with Third Street's Board of Directors. To apply, click on the link to the **Executive Director – Third Street** position profile at ArmstrongMcGuire.com/apply. You will see instructions for uploading a cover letter, resume, salary requirements, and professional references. In case of any technical problems, contact mendi@armstrongmcguire.com. No phone calls, please, and no applications will be accepted by email or through third-party sites. **The deadline to submit your application is June 10.**