



**Directors:** President **Roseann Flowers** (Better Home & Gardens Real Estate/Foothills), Vice-President **Sabrina Parris** (Honeycomb State Tax Strategies), Treasurer **Monica Parache-Douthit** (Auction.com), Secretary **Patrick Broos** (Catawba Valley Medical Center), **Tracy Hall** (Catawba Science Center), **Sarah Koenig** (NC Parent Teacher Association), **Dr. Wayne Powell** (Lenoir-Rhyne University/Retired), **Thomas Flowers** (Catawba Valley Community College/Student), **Nathan Cooley** (Chamber of Catawba County), **Dr. Chanell Butler-Morello** (Catawba Valley Community College/Staff)

## **JOB DESCRIPTION: Executive Director**

### *Executive Director Job Responsibilities*

- Oversees all operations of the organization and ensures compliance with legal and tax (nonprofit) requirements
- Supports the creative director and publisher in creation of magazine
- Manages staff and volunteers who support the organization
- Creates strategic partnerships with key stakeholders, including school districts, business/corporate sponsors, community leaders, and media
- Ensures marketing strategies are targeted to include new and emerging trends in social, print and other media to best advertise company; finds ways to advertise content to elementary students
- Implements a financial plan and budget to support operations
- Assists in the recruitment of Board members and provides support to the Board of Directors at meetings, including administratively
- Serves as primary spokesperson for the nonprofit to the media, public

### *Job Qualifications*

- Must be a **high-energy** individual willing to commit time (**a few hours/part-time each week**) to lead organization
- Must possess the ability to maintain an organizational environment that attracts, keeps, and **motivates** a diverse group of volunteers
- Computer savvy in administrative tasks (Word, e-mail)
- Comfortable with creating a plan for a **sustainable funding base**
- Preferred college and/or graduate degree
- Preferred experience in an educational or leadership role
- Commitment to diversity and inclusion of all people in the workplace

### *Compensation and Benefits*

- Volunteer to start but **salary stipend negotiable** as company grows
- Great opportunity for an ambitious person who wants to assume an **executive role** with big potential to create a **lasting legacy**
- Excellent **access to networking**, including a seasoned, highly experienced group of executives (the Board) who provide mentorship

*Reports to Board of Directors, in collaboration with Creative Director/Publisher*

*\*Foothills Kids will consider any qualified candidate, regardless of background*

*Foothills Kids Magazine is a not-for-profit publication that aims to enrich and promote the educational development of children and instill pride in the communities of Western North Carolina.*

*Website: [www.FoothillsKidsMagazine.com](http://www.FoothillsKidsMagazine.com)*

# *Foothills Kids* **MAGAZINE**

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**\*Interested parties, please send a cover letter and resume to  
[Editor@FoothillsDigest.com](mailto:Editor@FoothillsDigest.com)**

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