



## **Job Title: Executive Director**

### **Rockdale Coalition for Children and Families**

#### **Position Overview**

The Executive Director is a visionary, community-centered leader responsible for advancing the mission of the Rockdale Coalition by fostering collaborative partnerships, securing sustainable funding, and empowering families through dynamic outreach and support. This full-time role blends strategic leadership, grant management, and hands-on community engagement to promote the well-being of children and families in Rockdale County. The Rockdale Coalition is the local collaborative of the Georgia Family Connection Partnership (GAFCP).

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#### **Key Responsibilities**

##### **Strategic Leadership & Coalition Building**

- Provide overall direction and leadership for the Coalition in alignment with its mission and strategic plan.
- Report to and collaborate with the Board of Directors and Executive Committee through regular meetings and timely reports.
- Identify, hire, and supervise staff, when funding allows, to support Coalition initiatives.
- Cultivate a strong network of community partners, stakeholders, and volunteers.
- Communicate the work of the Coalition to the Rockdale County community and beyond via the website, social media, and collaborative relationships.
- Collaborate with the GAFCP by serving as the Rockdale County representative to develop the annual plan according to GAFCP guidelines, attend GAFCP meetings, submit GAFCP reports, etc.

##### **Community Engagement & Program Development**

- Build collaborative relationships with families, local organizations, and service providers to advance the mission of the Coalition.
- Develop workshops, facilitate events and attend outreach activities that motivate and empower families and elevate community voices.
- Serve as an advocate for children and families, promoting participation in Coalition activities such as the CRN (Community Resource Network).

##### **Grants & Resource Development**

- Research, identify, and secure grants and other funding aligned with Coalition goals.
- Manage awarded grants, ensuring compliance, reporting, and measurable outcomes.
- Track program data and impact metrics to support evaluation and sustainability.

##### **Operational & Financial Oversight**

- Oversee financial resources in partnership with the Coalition Treasurer.
- Ensure effective documentation, reporting, and communication systems.
- Manage administrative tasks including website updates, social media content, monthly budget reporting, and annual audits.

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#### **Qualifications**

- Bachelor's degree in human or social services (Master's Degree preferred) or 10+ years of relevant experience.
- Proven success in community organizing, program development, and grant writing.
- Strong interpersonal, conflict resolution, and communication skills (oral and written).
- Knowledge of child and family services, community resources, and collaborative practices.
- Competent financial management and budget skills.
- Proficiency in Microsoft Office and basic budgeting tools.



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**Key Attributes**

- Community-focused and empathetic
- Strategic thinker and creative problem-solver
- Highly organized and detail-oriented
- Skilled communicator and relationship-builder
- Passionate about empowering families and fostering equity

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**Work Environment**

- Hybrid role combining office-based tasks, community outreach, and partnership meetings.
- May include occasional evenings or weekends for events, workshops, or grant deadlines.

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**Salary Range**

- \$60,000 to \$70,000 based upon experience.

***Job Description current as of 12.1.2025***

***Position Open Until Filled – Please send resume and cover letter to: [director@rockdalecoalition.org](mailto:director@rockdalecoalition.org)***