

Position Title: EXECUTIVE DIRECTOR (Part-time)

Location: CCRSRI – 1500 Old Cape Charles Road – Cape Charles, Virginia (On-site)

Reports to: Board of Directors

Compensation: \$35–\$40/hour, commensurate with experience

Schedule: This part-time position offers 20–30 hours per week, typically scheduled Monday through Saturday between 8:00 AM and 8:00 PM. No Sunday hours are required. While some scheduling flexibility may be needed based on building usage, we are committed to providing a consistent and predictable schedule, coordinated and shared in advance. There is potential for this role to grow into a full-time, more structured position over time.

Organizational Overview

The nonprofit CCRSRI is opening a vibrant, forward-looking community hub located in the historic Cape Charles Elementary (a Washington-Rosenwald School). The newly renovated school will open in late 2025 as a premier workforce development and cultural arts center serving Northampton and Accomack Counties. Rooted in values of inclusivity, lifelong learning, economic empowerment and social justice, the CCRSRI brings together diverse communities on Virginia’s Eastern Shore. Through education, culture, entrepreneurship, wellness, and partnership, we will foster a space where individuals and families gather to learn, play, and prosper.

Position Summary

The Executive Director is responsible for the day-to-day leadership and management of the center, ensuring effective execution of the organization’s mission and strategic priorities as set by the Board of Directors. This role oversees programs, operations, fundraising, and community partnerships with a strong emphasis on collaboration, transparency, and inclusive service. The Executive Director works closely with the Board, committees, staff, and community stakeholders to ensure the center’s programs and operations are impactful, sustainable, and aligned with the diverse needs of Virginia’s Eastern Shore.

Key Responsibilities

Organizational Leadership & Strategy Execution

- Implement the strategic direction and priorities set by the Board of Directors.
- Support long-term planning by providing staff-level insight, data, and feedback on community needs and operational capacity.
- Promote a positive culture that reflects the organization’s values of inclusivity, community engagement, life-long learning and social justice.

Fundraising & Resource Development

- Carry out fundraising plans and initiatives as directed by the Board and/or Development Committee.
- Build and maintain relationships with donors, partners, and grant makers.
- Assist with writing grant proposals and managing reporting requirements in coordination with staff or consultants.

Program Implementation & Community Partnerships

- Oversee the delivery of community-focused programs in education, workforce development, health, entrepreneurship, and the arts.
- Work closely with partners, volunteers, and stakeholders to ensure programs are responsive, inclusive, and impactful.
- Ensure all activities align with center's mission and serve the diverse communities of the Eastern Shore.

Operations & Administration

- Manage day-to-day operations including staff supervision, budgeting, vendor coordination, facilities oversight and public relations
- Prepare and monitor the organizational budget in collaboration with the Board Treasurer and/or Finance Committee.
- Ensure compliance with nonprofit regulations, financial policies, and operational procedures.

Board Collaboration & Communication

- Maintain strong, regular communication with the Board of Directors, providing updates, reports, and recommendations to inform decision-making.
- Execute Board directives and support governance activities including meetings, documentation, and recruitment.
- Partner with Board members and committees to advance organizational goals and community impact.

Qualifications

Required:

- Proven experience (5+ years) in nonprofit leadership or a related field (community development, social impact, education, etc.)
- Demonstrated success in fundraising, donor engagement, and grant management
- Knowledge of nonprofit compliance, HR management, and program evaluation
- Deep understanding of and commitment to equality, diversity, and inclusion
- Experience overseeing building operations or shared-use facilities
- Strong communication and public speaking skills
- Financial acumen and experience with budget oversight
- Working knowledge of QuickBooks, Microsoft Office, Google Workspace, Zoom, Acrobat, Constant Contact, Canva, donor management and social media platforms
- Residence on the Eastern Shore of Virginia

To Apply

- Interested candidates should submit a **resume and cover letter** detailing their interest in and qualifications for the role to info@ccrosenwaldschool.org or at <https://ccrosenwaldschool.org/job-openings>. Applications will be reviewed on a rolling basis, with priority given to those received by July 18th.