



Johnston-Lee-Harnett Community Action, Inc.

MAIN OFFICE

Phone 919-934-2145
Fax 919-934-6231
Post Office Drawer 711
1102 Massey Street
Smithfield, NC 27577

LEE COUNTY OFFICE

Phone 919-776-0746
Fax 919-774-1867
Post Office Box 1061
225 S. Steele Street
Sanford, NC 27330

HARNETT COUNTY OFFICE

Phone 910-814-8360
Fax 910-814-8362
Post Office Box 40
745 Shawtown Rd., Suite A
Lillington, NC 27546-0040

EXECUTIVE DIRECTOR

Location: Johnston County

Starting salary: \$120,000/yr plus benefits

Johnston-Lee-Harnett Community Action, Inc. is seeking an Executive Director. The Executive Director (ED) will serve as the visionary and strategic leader committed to eliminating poverty and empowering low-income individuals and families. The ED is responsible for overseeing all programs, operations, fiscal management, and community partnerships, with a strong focus on compliance with federal and state regulations governing CSBG, Weatherization, Head Start, Early Head Start, and other community services. The Executive Director works closely with the Board of Directors to ensure programs are responsive and have a high impact.

POSITION QUALIFICATIONS:

Master's degree in public administration, Education, Social Work, Nonprofit Management, or related field. Minimum of 5-10 years of experience in an executive role, preferably within a non-profit organization.

PRINCIPAL DUTIES & RESPONSIBILITIES:

- Oversee the administration of Head Start/Early Head Start programs, Weatherization & Community Service Block Grant
- Ensure high-quality service delivery and program compliance
- Manage staff development and performance
- Work closely with the Board of Directors and Policy Council
- Build and maintain strategic partnerships with local agencies and stakeholders

- **Submit a cover letter, resume and three letters of reference via:**

media@jlhcommunityaction.org