

# HC★EXCELL

Hamblen County Foundation for Educational Excellence And Achievement

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## HC★EXCELL Executive Director Search

The Hamblen County Foundation for Educational Excellence and Achievement, (HC★EXCELL), is currently searching for an Executive Director, (part-time 20-30 hours/week). The applicant should fervently believe in cradle-to-career education for all; and be committed to improving, through the educational process, the economic prosperity and quality of life of Hamblen County.

The 501(c)(3) independent foundation has convened stakeholders for 34 years from the private and public sectors to strengthen connections, communications, and transitions to improve student learning, parent knowledge, and commitment to education at all levels; and to increase public involvement and awareness of the link between an educated citizenry and a healthy economy.

The Foundation is currently engaged in a 5 year 1.5 million dollar "Sustaining SUCCESS" initiative to engage the community in strengthening student preschool readiness; critical thinking and problem-solving skills; youth leadership; workforce and higher education preparation and educator development, support, and appreciation.

The ideal candidate understands the importance of long-term vision and will help guide the HC★EXCELL Board of Directors and staff through the "Sustaining SUCCESS" Campaign and lead the foundation in its next stage of development.

Reporting to the Board of Directors, HC★EXCELL, Executive Director (ED) has overall management responsibility for leading HC★EXCELL including administration, program implementation, and the execution of our mission. The Executive Director must be a positive leader, collaborating with staff and organizational partners to build an awareness of the importance of the link between an educated citizenry and a healthy economy. This position includes fundraising, strategic planning, program development and implementation.

### HOW TO APPLY

Please send a resume to the Governance Committee at HC★EXCELL, P.O. Box 2156, Morristown, TN 37816-2156, -or- email to [info@hcexcell.org](mailto:info@hcexcell.org)

**HC★EXCELL**  
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## Job Description

The Mission of HC★EXCELL is to promote educational excellence and achievement as a means of sustaining economic prosperity and improving the quality of life in Hamblen County.

### **Position Description: Executive Director (part-time 20-30 hours/week)**

Supports and challenges the community and public education toward excellence. Has knowledge and understanding of Tennessee P-12 education standards and/or work experience in the private sector.

### **Job Proficiencies and Skills**

- 1) Leadership skills: conveying vision, strategic planning, convening and motivating others
- 2) Experience in fundraising and grant writing
- 3) Knowledge of area businesses, industries, and education
- 4) Communication skills: presentation, written, interpersonal and listening
- 5) Technical skills: computer and software applications, innovation management
- 6) Process, critical thinking, and time management skills
- 7) Human Resource skills

### **Professional Characteristics and Traits**

- 1) Ethics and values as well as integrity and trust
- 2) Takes direction, shows initiative, and demonstrates flexibility
- 3) Action-oriented and able to work independently without direct supervision
- 4) Perseverance, reliability, composure, and mindfulness

### **Measurable Objectives and Outcomes**

- 1) Assumes key leadership in "**Sustaining SUCCESS**" and other boards determined initiatives
- 2) Works effectively with decision makers, various constituents, and community leaders
- 3) Budget management and fundraising
- 4) Manages and organizes work to achieve outcomes
- 5) Develops, implements, and manages programming
- 6) Organizes staff and volunteers to work programs and events
- 7) Oversees additional responsibilities and programmatic needs as designated by the Board and/or officers

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