



## **Executive Director of Culpeper Human Services**

Department: Culpeper Human Services

Reports to: CHS Administrative Board

Employment Type: Full-Time, Exempt, and Essential

Opening Date: 03/01/2026

Closing Date: 03/13/2026 at 5:00 PM

How to apply: Email cover letter and resume to [HR@culpeperhumanservices.org](mailto:HR@culpeperhumanservices.org)

### **Position Summary**

The Culpeper Human Services Board is seeking an experienced and passionate human services professional to lead as the Executive Director of Culpeper Human Services, in Culpeper, Virginia.

Culpeper County is a growing, rural community in the northern region of Virginia. The county is located about 60 miles southwest of Northern Virginia, and 90 miles northwest of Richmond, with a population of approximately 74,000 citizens. Culpeper offers a revitalized downtown area, a variety of dining options, and is a short distance from the Shenandoah National Park. There is always something to look forward to in Culpeper. Our beautiful location, great neighborhoods and many [annual events](#) energize us and help us unwind. Culpeper provides a relaxed and elegant lifestyle.

Culpeper Human Services (CHS) includes Head Start and Early Head Start, Vocational Education Programs, a community Thrift Store, and Seasonal Shelter Programs, along with other community-based resources and initiatives. It is our mission to be a leader with other community partners to promote self-reliance and provide protection and support to enable individuals and families to fulfill their potential. It is our vision that every family and individual in Culpeper will achieve optimum wellbeing in a community that fosters self-sufficiency, independence, health, safety, and mutual support.

The Executive Director of Culpeper Human Services provides strategic leadership and operational oversight for a comprehensive portfolio of human service programs. This role is responsible for strengthening community partnerships, oversight of grant funding opportunities, and ensuring programs align with the organization's mission, compliance requirements, and community needs.

The ideal candidate is a collaborative leader with a deep knowledge of human services systems, and a proven ability to manage complex partnerships. The Director interacts frequently with and makes presentations to community partners. The Director works closely with the Local Board of Social Services and County management, making short- and long-term agency decisions based on data, trends, directives and findings.

### **Key Responsibilities**

#### **➤ Leadership & Strategy**

- Provide vision, leadership, and direction for all human services initiatives.
- Develop and implement strategic plans in collaboration with internal leadership, community partners, and funders.
- Serve as a key spokesperson and advocate for human services programs.

#### **➤ Community Partnership Oversight**

- Oversee and support multiple community partner organizations delivering direct services.
- Develop, manage, and monitor contracts, MOUs, and performance metrics.
- Foster strong, equitable, and accountable relationships with community stakeholders.
- Ensure services are coordinated, effective, and responsive to community needs.
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#### **➤ Resource Development**

- Identify funding opportunities from federal, state, local, and private sources.
- Oversee writing efforts, including proposals, budgets, and supporting documentation.
- Oversee grant compliance, reporting, and renewals.
- Collaborate with finance and program staff to ensure accurate fiscal and programmatic reporting.

#### **➤ Program & Compliance Management**

- Ensure programs meet regulatory, contractual, and funder requirements.
- Monitor outcomes, evaluate program effectiveness, and use data to drive improvement.
- Oversee risk management and quality assurance related to service delivery.

#### **➤ Financial & Administrative Oversight**

- Participate in budget development and fiscal oversight related to human services programs.
- Ensure responsible stewardship of public and private funds.
- Supervise and mentor senior-level staff as applicable.

### **Qualifications**

- Required:

- Bachelor's degree is required. A master's degree in Human Services, Business Administration, or a related field is preferred.
- Minimum of 10 years of progressive leadership experience in human services or nonprofit management is preferred.
- Demonstrated success in grant management.
- Experience overseeing multiple programs or community-based partners.
- Strong knowledge of human services systems, funding streams, and compliance requirements.

➤ Preferred:

- Experience working with government-funded programs.

### **Skills & Competencies**

- Innovative, strategic thinker with strong leadership presence, to foster program development that supports those in need.
- Exceptional written and verbal communication skills.
- Relationship-builder with the ability to navigate complex stakeholder environments.
- Highly organized with strong project management skills.
- Commitment to equity, inclusion, and community-centered service delivery

### **Special Requirements**

- All applicants are subject to employment verification and reference checks, verification of education, a DMV/driving record check, Central Registry check and criminal history check to evaluate for barrier crime as described in the Code of Virginia §63.2-1719.
- All offers of employment are contingent upon satisfactory results of the required checks and screenings.
- Employees must be willing to work in the community emergency shelter in the event of a natural disaster or emergency.
- Employees must also meet local vehicle insurance requirements.

### **Benefits**

There are a wide variety of benefits available to full-time employees. These benefits include medical, dental, retirement, life insurance, optional life and disability insurance plans, flexible spending accounts, and a deferred compensation program.

[Benefits | Culpeper County Virginia](#)

Culpeper Human Services is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Culpeper Human Services will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

