



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

**Department:** Culpeper Human Services

**Reports to:** Culpeper Human Services (CHS) Administrative Board

**Employment Type:** Full-Time, Exempt, Essential

**Application Deadline:** Close 5/29/26 at 5:00 pm

**How to Apply:** Submit cover letter and resume to [HR@culpeperhumanservices.org](mailto:HR@culpeperhumanservices.org)

### **Position Summary**

The Culpeper Human Services Board seeks a dynamic, strategic, and financially astute executive to serve as the Executive Director of Culpeper Human Services (CHS). This role provides enterprise-wide leadership for a diverse portfolio of human services programs and community-based initiatives serving Culpeper County.

The Executive Director operates at the intersection of human services, public administration, and community partnership, bringing a leadership profile comparable to a local government executive (e.g., County Administrator or Deputy County Administrator). The role requires deep experience navigating government systems, managing public resources, and aligning programmatic impact with fiscal responsibility.

This position is responsible for strategic direction, operational excellence, and comprehensive financial stewardship, including oversight of complex public funding structures such as enterprise funds, ensuring that CHS programs are effective, compliant, sustainable, and responsive to the evolving needs of the community.

### **About Culpeper Human Services**

Culpeper Human Services (CHS) administers a broad array of programs including Head Start and Early Head Start, vocational education, seasonal shelter services, and other community-based initiatives. CHS works collaboratively with public and private partners to promote self-sufficiency, safety, and well-being for individuals and families across Culpeper County.

### **Key Responsibilities**

#### **Executive Leadership & Strategy**

- Provide visionary leadership and direction across all CHS programs, aligning organizational priorities with community needs and county-wide strategic goals.

- Develop and implement long-range strategic plans in collaboration with the CHS Board, County leadership, and community stakeholders.
- Serve as the primary spokesperson and advocate for CHS, representing the organization in public forums, governmental settings, and community partnerships.
- Foster a culture of accountability, innovation, and continuous improvement across all service areas.

### **Government & Fiscal Leadership**

- Lead the development and execution of a comprehensive, multi-million-dollar operating budget, ensuring alignment with organizational priorities and county fiscal strategy.
- Serve as the primary liaison to County administration and finance staff in the annual county budgeting process, including preparation, justification, and presentation of funding requests.
- Provide long-range financial forecasting and scenario planning, assessing the fiscal impact of policy decisions, funding changes, and program expansion.
- Prepare and present financial reports, budget updates, and variance analyses to the CHS Board, County leadership, and other governing entities.
- Ensure full compliance with local, state, and federal fiscal requirements, including public funding regulations and audit standards.
- Oversee financial controls, internal audits, and risk management practices consistent with government finance best practices and fund accounting principles.
- Lead a **multi-million-dollar budget**, including oversight and financial management of **two enterprise funds**, long-range forecasting, and alignment with county fiscal strategy

### **Financial Stewardship & Resource Development**

- Ensure responsible stewardship and strategic alignment of blended funding streams, including county appropriations, state and federal funds, grants, and private resources.
- Identify and pursue funding opportunities while ensuring financial feasibility, sustainability, and return on investment.
- Oversee grant development, budgeting, compliance, reporting, and renewals.
- Collaborate with finance and program leaders to ensure accurate and transparent fiscal and programmatic reporting.

### **Community Partnership & Contract Oversight**

- Oversee a network of community-based organizations and partners delivering services on behalf of CHS.
- Develop, negotiate, and manage contracts, MOUs, and performance agreements.
- Establish clear performance expectations and accountability measures, ensuring high-quality, equitable service delivery.
- Strengthen relationships with public agencies, nonprofit organizations, and community stakeholders to enhance coordination and impact.

### **Program, Compliance & Performance Management**

- Ensure all programs meet regulatory, contractual, and funding requirements across multiple jurisdictions and funding sources.
- Implement data-driven performance management systems to evaluate outcomes, improve service delivery, and inform strategic decisions.

- Oversee quality assurance, risk management, and compliance monitoring across all programs.
- Align program operations with broader county priorities and community impact goals.

### **Operational & Administrative Leadership**

- Provide executive oversight of administrative functions, ensuring operational efficiency, cost containment, and effective resource allocation.
- Supervise, mentor, and develop senior leadership staff, building organizational capacity and leadership succession.
- Establish and monitor key performance indicators (KPIs) across financial, operational, and programmatic areas.
- Drive organizational effectiveness through process improvement and cross-functional collaboration.

### **Board & Government Relations**

- Serve as the primary advisor to the CHS Administrative Board on strategic, financial, and operational matters.
- Present complex financial and operational information in a clear, actionable manner to diverse audiences.
- Collaborate closely with County leadership and governing bodies to align CHS priorities with broader public policy and funding decisions.
- Support informed decision-making through data, analysis, and strategic recommendations.

### **Qualifications**

#### **Required**

- Bachelor's degree in Human Services, Public Administration, Business Administration, or a related field.
- Minimum of 10 years of progressive executive leadership experience in human services, public sector administration, or nonprofit management.
- Demonstrated experience managing complex budgets and multiple funding streams, including public funding sources.
- Proven ability to lead large-scale operations, partnerships, and organizational strategy.

#### **Preferred**

- Master's degree in Public Administration (MPA), Business Administration (MBA), or related field.
- Experience in local government leadership (e.g., County Administrator, Deputy County Administrator, or senior municipal/county leadership role).
- Strong background in public-sector budgeting, appropriations processes, and governmental financial reporting.
- Knowledge of government finance practices, including fund accounting and regulatory compliance.
- Experience overseeing government-funded programs and multi-agency collaborations.

### **Skills & Competencies**

- Strategic thinker with strong executive presence and decision-making capability.
- Advanced financial acumen with the ability to translate data into strategy.

- Exceptional communication and presentation skills.
- Skilled relationship-builder with the ability to navigate complex stakeholder environments.
- Highly organized with strong project and performance management capabilities.
- Commitment to equity, inclusion, and community-centered service delivery.

**Special Requirements**

- Subject to employment verification, background checks, and screenings in accordance with the Code of Virginia.
- Must be available to support emergency shelter operations during community emergencies or natural disasters.
- Must meet local vehicle insurance requirements.

**Benefits**

CHS offers a comprehensive benefits package including medical, dental, retirement, life insurance, disability coverage, flexible spending accounts, and deferred compensation options.

**Equal Opportunity Employer**

Culpeper Human Services is an Equal Opportunity Employer committed to diversity, equity, and inclusion. Reasonable accommodations are available in accordance with the Americans with Disabilities Act.