



Executive Director

About HC Excell

[HC Excell, the Hamblen County Foundation for Educational Excellence and Achievement](#) is a 501(c)(3) independent, nonpartisan education foundation dedicated to promoting educational excellence and achievement as a means of sustaining economic prosperity and improving quality of life in Hamblen County.

For years, HC*Excell has been an advocate and strategic funder of initiatives that strengthen student achievement, enhance preparation for higher education, and align education with workforce development. What began with scholarships and grant administration has evolved into a bold focus on collaborative partnerships and systemic improvements in public education from prenatal to career influence.

We believe in a simple truth: educated citizens create a healthy economy.

Position Overview

The Executive Director serves as the chief strategist, fundraiser, and public ambassador for HC*Excell. This leader will champion educational excellence across Hamblen County by driving resource development, stewarding innovative programs, and strengthening community partnerships that connect education to workforce opportunity.

This is a hands-on leadership role for a relationship-driven, mission-focused professional who understands that strong fundraising fuels strong programming and that collaboration creates lasting community change.

The Executive Director reports to the Board of Directors and leads a small team of two staff members.

Key Responsibilities

Fundraising and Resource Development 60% of Time

The Executive Director leads all fundraising strategies and execution to ensure long-term financial sustainability and growth.

Responsibilities include:

- Cultivating and stewarding major donors
- Securing foundation and corporate grants
- Developing and managing corporate sponsorship relationships
- Expanding individual giving initiatives
- Building long-term philanthropic partnerships aligned with HC*Excell's mission
- Serving as the primary external relationship builder and ambassador
- Creating an annual development plan with measurable goals

This role requires confidence in asking, clarity in storytelling, and consistency in stewardship.

Programming and Strategic Impact 20% of Time

The Executive Director oversees the strategic direction, administration, and advocacy efforts of HC*Excell's programs, ensuring alignment with community needs and measurable outcomes.

Core programs include:

Ready By 6

Early childhood readiness initiatives that support students and families prenatal to 6-years-of age.

Arts & Industry

A middle school program connecting students in grades 6 through 8 with local industries and businesses, offering career exposure and creative engagement.

Workforce and Leadership Development

Expanding alignment between academics and workforce skills, including Junior Achievement programming across all Hamblen County elementary schools serving more than 800 students annually.

Post Secondary Readiness and Completion

Supporting students through partnerships with Tennessee Promise, TN Achieves, Complete Tennessee, and Tennessee Reconnect to improve post-secondary access and completion.

Senator Herbert S. Walters Educator Fund

Providing professional development, recognition, and appreciation for educators.

Responsibilities include:

- Engaging and monitoring program performance and impact
- Strengthening cross sector partnerships

- Identifying opportunities for strategic growth
- Advocating for educational excellence within the community
- Ensuring alignment between funding priorities and program outcomes

Administration and Organizational Leadership 20% of Time

The Executive Director ensures strong internal leadership, governance, and financial stewardship.

Responsibilities include:

- Supervising and supporting a team of two part-time staff members
- Partnering closely with the Board of Directors and committees to advance strategy and governance (Executive, Finance, and Governance)
- Preparing and presenting regular board reports
- Overseeing financial management in partnership with accounting support
- Managing budgets and ensuring fiscal responsibility
- Supporting board engagement in fundraising and community outreach
- Maintaining compliance with nonprofit best practices
- Managing information and technology systems

Qualifications

Required

- Minimum five years' experience in nonprofit leadership
- Minimum five years' fundraising experience; securing major gifts, grants, annual campaigns, membership programs, and corporate partnerships
- Strong relationship-building skills across sectors
- Ability to work collaboratively with a board of directors
- Excellent written and verbal communication skills
- Strong computer and technology competence

Preferred

- Experience managing budgets and overseeing financial accountability
- Experience in education, workforce development, or community foundations

- Familiarity with public education systems
- Experience in advocacy or policy related to education
- Knowledge of Tennessee's education and workforce landscape

Ideal Candidate Profile

The successful candidate will be:

- A confident fundraiser who enjoys building authentic relationships
- A systems thinker who understands how education connects to economic health
- A strategic leader who can translate vision into measurable outcomes
- A collaborative partner to schools, business leaders, and community stakeholders
- An advocate who believes deeply in the power of education to transform communities

Salary and Benefits

- Annual salary \$75,000, plus performance-based bonus and health stipend.
- Professional development budget for continuous learning.
- Annual compensation evaluation with opportunity for growth.
- PTO and Holidays

Why This Role Matters

Hamblen County's future will be written in its classrooms, its training programs, and its local businesses. The Executive Director of HC*Excell plays a central role in shaping that story. This is an opportunity to lead work that strengthens educational pathways from cradle to career, aligns workforce development with real community needs, and empowers educators to help every student thrive.

This is leadership you can see and feel. It shows up in stronger schools, prepared graduates, supported teachers, and a workforce ready to sustain economic growth. The next Executive Director will not simply manage programs. They will help steward the long term vitality of an entire community.

In this role, you will:

- Have a meaningful seat at the table with city and county leaders, influencing decisions that shape education and economic development
- Build powerful cross sector partnerships that multiply impact across schools, nonprofits, and businesses

- Help design and advance a cradle to career vision that supports students at every stage
- Strengthen the local workforce pipeline, contributing directly to Hamblen County's economic prosperity

If you are energized by collaboration, systems thinking, and the opportunity to make lasting change, close to home, this is a role where your leadership will truly matter.

How to apply

HC*Excell has retained Nonprofit Leadership LLC to lead this executive search. Interested candidates should submit a current résumé and a personalized cover letter outlining their connection to education and improving outcomes.

Applications should be sent via email to: elle@nonprofit-leadership.com

Applications will be reviewed on a rolling basis with a final deadline of April 6, 2026.

[OPPORTUNITY](#)