

Executive Director (Part-Time)

Organization Name:	Lowcountry Youth Services
Organization Type:	501(c)(3) nonprofit
Organizational Focus:	Mentoring and youth development (Ages 8-18)
Reports To:	Board of Directors
FLSA Status:	Exempt (Executive)
Position Type:	Part-Time (20-28 hours per week)
Location:	North Charleston, SC
Target Start Date:	July 1, 2026
Salary Range:	\$35,568 – \$44,100 annually (Part-Time)

About Lowcountry Youth Services

Lowcountry Youth Services (LYS) is a nonprofit organization dedicated to empowering youth ages 8–18 through mentoring, leadership development, and educational enrichment. Based in the Lowcountry region of South Carolina, LYS partners with schools, families, and community organizations to foster confidence, academic success, and positive life choices.

Founded in 2008 as Connections and You, Inc., LYS serves hundreds of youth annually through programs including Distinguished Gentlemen’s Club, Queens Being, Girls on the Rise, and Young Men Rise. LYS is committed to equity, safety, and ensuring that Every Child Wins.

Position Summary

The Executive Director (ED) serves as the chief executive of Lowcountry Youth Services and is responsible for the organization's strategic, financial, and operational leadership.

This position meets the executive exemption duties test under the Fair Labor Standards Act (FLSA) and is classified as exempt.

The Executive Director provides oversight of:

- Organizational strategy and growth
- Fundraising and revenue development
- Staff leadership and volunteer engagement
- Program quality and outcomes
- Board partnership and governance
- Financial oversight and compliance

The ED reports directly to the Board of Directors and is accountable for mission execution and long-term sustainability.

Time Commitment: Approximately 20–28 hours per week. Flexible scheduling required, including occasional evenings and weekends.

As funding and strategic priorities evolve, this role may expand in scope and/or hours.

Key Responsibilities

Organizational Leadership

- Serve as the chief executive and public representative of LYS
- Implement the strategic plan in partnership with the Board
- Lead annual goal setting and performance measurement

Fundraising & Development (Primary Responsibility)

- Develop and execute a comprehensive annual development plan
- Cultivate donor relationships and major gifts
- Lead grant writing, reporting, and compliance
- Diversify revenue streams and strengthen sustainability

Program Oversight & Impact

- Ensure high-quality mentoring and youth programming
- Oversee program staff and volunteers
- Monitor measurable youth outcomes

Board Relations & Governance

- Maintain strong partnership with Board of Directors
- Provide timely financial and operational reports
- Support governance best practices

Finance, Operations & Compliance

- Oversee budgeting and financial stewardship
 - Ensure compliance with grant, nonprofit, and employment regulations
 - Maintain strong internal controls and risk management practices
-

Required Qualifications

- Minimum 5–7 years of leadership experience in nonprofit management, youth development, education, or related field
 - Demonstrated success in fundraising and revenue growth
 - Experience working with a Board of Directors
 - Strong knowledge of child safety and mandated reporting requirements
 - Proven ability to manage multiple priorities independently
-

Preferred Qualifications

- Prior Executive Director or senior leadership experience
 - Experience in mentoring-based or school-partnered programs
 - Familiarity with South Carolina nonprofit regulations and funding landscape
 - Lived experience reflective of the communities served
-

Child Safety Commitment

The Executive Director must demonstrate a strong commitment to maintaining a safe and nurturing environment for all youth. This includes ensuring background checks, mandated reporting compliance, safety training, and enforcement of youth protection policies.

Compensation & Compliance Statement

This position is classified as **Exempt (Executive)** under the Fair Labor Standards Act (FLSA).

To comply with federal wage and hour requirements:

- The position is paid a salary.
- The annual salary will be **no less than \$35,568**, consistent with the federal minimum salary threshold for exempt executive employees.
- The federal salary threshold is not prorated for part-time exempt employees.

Proposed Salary Range:

\$35,568 – \$44,100 annually

Final compensation will be determined based on experience, qualifications, and organizational budget capacity. Compensation decisions will be made without regard to race, gender, ethnicity, or other protected characteristics.