

Executive Director – Job Description

Reports To: Board of Directors

Classification: Contractual - average 30 hours per week

_____ is a developing organization; ability to increase hours as funding and responsibilities increase will be required.

Reside in _____. Selected candidate will provide own workspace/home office, with the intent to transition to a _____ office facility as organizational development allows.

Salary Range: Dependent on Experience

Position Description:

A professional position responsible for implementing the overall mission and policies of _____), a nonprofit organization and accredited State Chapter of National Children's Alliance, that provides training, support, and technical assistance to local (existing and emerging) child advocacy centers and multidisciplinary teams throughout _____. The Executive Director supervises the ongoing operations of the organization, develops and maintains a strong funding base, increases public and private awareness of the organization, develops and maintains relationships of partner agencies and represents the organization on a local, state and national level.

Responsibilities:

Non-Profit Management

- Assists the Board in the formation and implementation of the policies, goals, and objectives of _____ to achieve effective and economical operation of the organization.
- Manages day-to-day activities of the agency in accordance with sound management and personnel practices in compliance with the Standards of Accredited Membership with National Children's Alliance.
- Oversees and provides training and technical assistant to child advocacy centers and multi-disciplinary teams and supports local accreditation processes.
- Builds and maintains strong working relationships with the _____'s Board of Directors, child advocacy center directors, multi-disciplinary representatives, _____ Region, National Children's Alliance, federal, state and local governmental entities and individuals, and other key constituents through contact and verbal and written updates; chairs northern and southern membership meetings.
- Participates in board development and growth; prepares all board materials, plans and attends all board meetings, and provides direct over sight and management of all board committees.
- Develops and nurtures ongoing relationships with funding sources through public speaking, verbal and written correspondence and reports.
- Performs other duties as assigned.

Financial Management

- Ensures agency's fiscal health including obtaining and maintaining a stable, diversified funding base.
- Responsible for writing grant applications and funding reports and collecting and summarizing relevant data.

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- Identifies and cultivates individual, foundation, corporate and governmental relationships for the purpose of promoting _____'s mission and generating funds to the organization.
- Develops annual budget and maintains fiscal accountability through fiduciary oversight of the budget, compliance with standard accounting practices, filing tax documents, and by coordinating annual third party audit of financial records.
- Ensures the ethical disbursement of funds and other subcontracts in compliance with appropriate state and federal laws.

Personnel

- Recruits, hires, trains, supports, evaluates, and supervises employees and volunteers.
- In conjunction with the Board, develops personnel policies.
- Maintains personnel records and carries out personnel policies.

Program Planning and Evaluation

- Develops and recommends to the Board specific, written, short and long range plans for the development of programs and services and works in collaboration with the Board of Director to develop and implement _____'s strategic plan.
- Develops and implements trainings identified by the Board which include _____
- Ensures accurate and timely compilation of program statistics, including comprehensive gathering of data from membership.

Public Relations

- Oversees and implements a marketing and public relations plan and activities to include creation of collateral materials, annual report, and oversight of website.
- As appropriate, serves as a spokesperson for _____.
- Maintains positive and working relationships with key stakeholders and other relevant individual and organizations.
- Participates in local, state and national organizations related to child abuse.

Qualifications

- Master Degree preferred or Bachelor's Degree in public administration, organizational development, management or related social service field and a minimum of 4 years experience in a non-profit organization, including at least two years supervisory and contract administration.
- Experience in fiscal management and oversight of a non-profit agency.
- Familiarity with funding sources and business and philanthropic communities.
- Ability to write and secure grants as evidenced by history and track record.
- Ability to train and provide technical assistance on issues related to Child Advocacy Centers and the multi-disciplinary team process.
- Previous experience working in the area of child abuse in a criminal justice or social service agency is desirable.

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- Ability to negotiate partnerships and maintain favorable working relationships among diverse institutions and individuals and to identify and address mutual goals.
- Strong communication skills in interpersonal, written, and computer literacy.
- Valid driver's license and automobile insurance.
- Will be subjected to criminal background check as required by law.

Interested applicants please submit Letter of Interest AND Resume *electronically* to:

Deadline for submission: June 24, 2011