

Job Title: Executive Director

Reports To: Board of Directors

Job Summary: The Executive Director is charged with the responsibility of carrying out the purposes, policies and programs of the Child Advocacy Center, as determined by the Board of Directors.

#### JOB QUALIFICATIONS:

Education and Experience: College degree required, knowledge of current services to abused children in (county/state) basic knowledge of the dynamics of child abuse; management and supervisory skills; human relations skills including diplomacy and mediation; demonstrated skill in networking between agencies and professionals; excellent oral and written communication skills; good problem solving skills; enthusiasm and energy; community outreach experience; demonstrated ability to write grants and/or supervise fund development; basic knowledge of non-profit fiscal management and ability to work with basic data base and spread sheet computer programs.

#### DUTIES AND TASKS:

##### A. Administrative Responsibilities

1. Functions as personnel officer for the Center
  - a. Interviews all prospective employees
  - b. Trains agency personnel
  - c. Supervises all Center staff, volunteers and contract personnel
2. Functions as records control officer and maintains all documents necessary to fulfill legal and regulatory requirements
3. Works cooperatively with Board of Directors and Committees for business related to the Center
4. Organizes and attends board meetings
5. Attends committee meetings as appropriate
6. Keeps the Board informed about relevant developments possibly impacting the Center
7. Additional duties as assigned by the Board of Directors
8. Development of a funding plan in conjunction with the Board of Directors and secure sufficient funding to assure financial resources for all Center activities
9. Develop and manage annual budgets and financial procedures for the Center
10. Responsible for assuring Center and personnel's accreditation's are met

##### B. Maintain and Manage Child Advocacy Center

1. Maintain and promote a facility that has a home-like atmosphere in which cases of child abuse may be handled in the least traumatic environment
2. Coordination of a multidisciplinary team approach to child abuse investigations involving medical personnel, child protection caseworkers, law enforcement, prosecutors, therapists and victim advocates; maintain inter agency communication and networking regarding child abuse and the role of the Center
3. Regularly facilitate communication regarding child abuse between the involved agencies and the community-at-large by informal as well as formal means
4. Provide an ongoing forum for inter agency problem solving and planning in the area of

child abuse

5. Responsible for overall management of The Child Advocacy Center
6. Responsible for appropriate maintenance and implementation of all policies and procedures as determined by the Board
7. Responsible for insuring quality facility management and maintenance

C. Program Development

1. Maintain and develop grant applications for program funding through research, identification and application to grantors
  - a. Assist supervise and/or write grant proposals
  - b. Implement grant funded projects and comply with grantor requirements
2. Implement accepted program plans
3. Work with the Board to develop program plans and objectives
4. Initiate and/or coordinate with any fund raising events approved by the Board of Directors

D. Community and Public Relations

1. Responsible for representing the Center's purpose, goals and program through:
  - a. Public presentations and information
  - b. Educational programs
  - c. Prevention programs
  - d. Community networking
  - e. Media communication
  - f. Networking with other CAC's
2. Serve as the Center's representative and liaison to:
  - a. Child abuse professionals
  - b. Business community
  - c. Educational community
  - d. Non-profit sector
  - e. Human Service organizations
  - f. Service organizations
  - g. Local and state governments, legislative and judicial
  - h. Medical community
3. Participate on behalf of the Center in coalitions that address child abuse needs
4. Develop and maintain relationships with personal donors

E. Work Setting

1. Must be able to function harmoniously in a small but busy work place as part of a multidisciplinary team; must acknowledge and adhere to the Center's confidentiality policy and procedures

F. Performance Evaluation

1. The Executive Director will be formally evaluated by the Board of Directors on an approximately annual basis

G. Western Region Responsibilities

1. Oversee all areas of personnel, budgeting, programs and objectives
2. Assure grant requirements are met to maintain active grant status

**COMPENSATION:** We offer a competitive salary and benefits package that is commensurate with experience

**DEADLINE:** Applications will be accepted until July 1<sup>st</sup>, 2011

**TO APPLY:** Applicant must submit all of the following information to be considered for the position:

- Provide a current resume with 5 current professional references
- Provide a minimum 3 page writing example (e.g. Investigative Report, Social Report, Child Assessment, etc.)
- Willingness to submit to an extensive Law Enforcement background check and credit history check
- Personal statement indicating your interest in the position and how your experience and/or education will benefit the Center

**Please submit resume of the above listed items to [REDACTED] via email at [REDACTED] or by fax to [REDACTED]**

**NOTE:** Applicants must be willing to relocate to the [REDACTED] County area