

Job Description

Job Title: Executive Director
Reports to: Board of Directors
FLSA: Exempt

Summary Directs the day-to-day operations of the Children's Advocacy Center including hiring and termination of all personnel. Provides strategic leadership for the CAC by working with the Board of Directors to establish long-range goals, strategies, plans and policies.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Provides leadership and management to ensure that the mission and core values of the agency are put into practice

Motivates, leads and supervises a high-performance Executive Team

Collaborates with the Executive Team to develop and implement plans for the operational infrastructure of systems, processes and personnel designed to accommodate the growth objectives of the agency

Works with staff and Board to develop and implement strategic plans

Supports the Investigate Team and assists as appropriate

Additional Duties and Responsibilities

Must be willing to work non-standard hours, and more than 40 hours per week.

Must be willing and able to travel frequently on behalf of the agency.

Supervisory Responsibilities

Oversees the finance component which operates on a five million dollar per year budget and the human resources component.

Oversees the Professional and Training Services component, which promotes the professional development of the MDT members.

Oversees the intervention component, which includes clinical and therapy services, and the Victim/Family Advocate program.

Oversees the Development component of the agency which includes local fundraising efforts.

Education Requirements

Must have a Bachelor's degree; Master's degree preferred.

Must have at least 10 years administrative and supervisory experience.

Knowledge, Skills and Abilities

Thorough knowledge of agency administration and thorough knowledge of organizational structure and dynamics of a Board of Directors.

Knowledge of local, state and federal legislative process.

Knowledge of the dynamics of child abuse and neglect.

Knowledge of fundraising and personnel and budget administration.

Verbal communication skills to make presentations on both local and national levels.

Writing skills to develop and prepare grants and correspondence.

Math skills to develop budgets, prepare and interpret statistical data.

Reading skills to comprehend large amount of varied materials in a limited time and listening skills to interpret communications from staff, Board and community.

Ability to be flexible.

Ability to work well under pressure.

Ability to communicate well with people at all levels.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; reach with hands and arms. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 15 pounds.

Certificates, Licenses, Registrations

Valid Driver's License, personal vehicle, and current vehicle liability insurance. The employee is responsible for having a certificate of insurance on file.