



## **Foothills Child Advocacy Center Job Profile - Executive Director**

The Executive Director (ED) is responsible for overall direction and leadership of the agency, prioritizing the mission and intent of Foothills Child Advocacy Center (FCAC): FCAC provides a coordinated system of effective response and intervention services to children who have been victimized. Our goals are to minimize trauma, promote healing, and ensure child safety.

The Executive Director has overall responsibility for ensuring that the agency's programs and resources are utilized for the maximum benefit of clients, customers and the community. This high-visibility role carries ultimate responsibility to facilitate efforts in support of the mission, to include fiscal management, staff responsibility, programmatic oversight, and reporting duties. Funding support and community awareness efforts are also integral to the Executive Director's assemblance of duties.

The Executive Director reports directly and is accountable to the Board of Directors.

### **Responsibilities**

#### **Board of Directors Support**

- Develop and maintain policies and procedures; ensure agency, staff, and program activities adhere to the spirit and intent of these core resources.
- Ensure preparation of the monthly board meeting agenda and staff reports; attend board meetings to provide updates and materials regarding program operations, policies and practices, financial status/projections, and other topics impacting agency operation, licensing and accreditation.
- Provide all necessary materials to new members; ensure updates are made to keep resources current.
- Engage board members to leverage strengths.
- Lead long-range strategic planning and oversee implementation as indicated.

#### **Fiscal Management**

- Prepare and implement the annual board-approved budget; manage grant awards in accordance with requirements; and ensure financial and program reports are submitted accurately and on time.
- Ensure programs function within budget targets; discuss areas of concern with the Board of Directors and lead plans for correction/alignment accordingly.

#### **Personnel Management**

- Recruit, employ, supervise and evaluate staff, including annual performance evaluations and ongoing staff development initiatives.
- Ensure sound personnel policies and procedures are developed and maintained as current.
- Encourage staff participation in decision-making, and delegate appropriately; create and nurture healthy organizational culture, built on trust and transparency.
- Develop and implement Cultural Competency and Diversity Plan.
- Develop and implement a plan to support staff in dealing with secondary trauma.

#### **Office Administration**

- Oversee maintenance of facilities and procurement of equipment/technology.
- Review and provide for agency requisitions.

### **Program Oversight, Licensing, and Assessment**

- Ensure that all programs are operating appropriately, in accordance with all requirements, agency goals and standards of practice in the field.
- Seek alignment for new programmatic initiatives with agency vision, goals, and the strategic plan; support and design activities accordingly.
- Ensure equitable and consistent application of the Cultural Competency and Diversity Plan with all programmatic activities and services.
- Ensure ongoing accreditation by the National Children's Alliance.
- Oversee data collection and tracking to evaluate outcomes.

### **Public Awareness and Community Relations**

- Oversee the development and implementation of outreach, education, and awareness programs, such as *Stewards of Children* and *Stand Up for Kids!*
- Serve as the face of the organization within the community, furthering the mission by building relationships with peer agencies, advisory boards, and task forces, as well as governmental and funding bodies.
- Oversee the development and dissemination of all materials related to public relations/outreach, including website content.

### **Development**

- Lead development and implementation of the annual fundraising plan, spanning strategies for cultivating and stewarding major donors and individual supporters, securing public grants, and enhancing support from corporate and foundation gifts.
- Manage all aspects of the process related to identifying, applying for, and implementing grant awards.
- Oversee and participate in fundraising and community awareness events through coordination of efforts with staff, specifically the Development and Communications Associate.

### **Advocacy**

- Advocate for evidence-based best practices for child maltreatment victims and support the interests of children and families in the community, and particularly for those most at-risk.
- Advocate with legislative bodies regarding policies and funding that support child advocacy centers and the multidisciplinary team model and benefit child victims of abuse.

Other duties as requested by the Board of Directors.

### **Qualifications**

#### *Required*

- Bachelor's degree in business, management, criminal justice, social work, human services, or a related field.
- Five years of experience in a leadership and/or administrative role within a social services environment.
- Ability to successfully complete criminal background and child abuse/neglect clearances.
- Fluency with common computer applications and technology platforms (e.g., MS Office Word, Excel, PowerPoint).

### *Preferred*

- Graduate degree in business, management, criminal justice, social work, human services, or a related field.
- Five years of experience in fundraising strategies and donor relations unique to the non-profit sector.
- Previous professional experience with child advocacy centers, criminal justice, or child welfare and participation in a multi-disciplinary team.
- Familiarity with the National Children's Alliance Standards of Accreditation for child advocacy centers.
- Experience in working with children and/or community agencies.

### **Skills**

- Knowledge of and/or experience in grant writing and reporting requirements for federal, state, and local governments.
- Knowledge of strategic planning processes, including applications for ongoing assessment and outcome measurement.
- Knowledge of budgeting processes and financial management practices.
- Knowledge and skills in human resource management and staff development.
- Knowledge of the dynamics involved with situations of family violence, substance abuse, and child sexual victimization.
- Ability to serve as the face and the voice of the Center, including giving public presentations about the child advocacy center and child victimization.
- Ability to develop logical and creative solutions and make sound decisions aligned to the organization's mission and intent.
- Ability to work well under pressure and respond quickly to challenges, as well as remain open to others' ideas within the spirit of productivity and problem-solving.
- Demonstrated ability to serve as a persuasive leader and motivator, fostering a healthy team environment.
- Employs an ethical approach to leadership, treating others with respect and consideration regardless of status or position.
- Inspires the trust of others and works with integrity.
- Demonstrates accountability for own actions by following through on commitments and upholding values aligned to the organization.
- Knowledge of computer and technology skills including Microsoft Word, Excel, and PowerPoint; willingness to learn new technologies and applications germane to the organization's needs.
- Successful criminal and child abuse/neglect clearances required; demonstrates a personal commitment to being trained in and adhering to trauma-informed organizational policies.

### **Competencies**

- Oral Communication: Speaks clearly; listens and obtains clarification when needed; responds well to questions; and actively participates in meetings.
- Written Communication: Writes clearly and informatively; edits work for spelling and grammar; and is able to read and interpret written information.

- **Cultural Competency and Humility:** Demonstrates a commitment to lifelong self-evaluation and personal application of cultural competency practices; has a proven track record of working well with diverse clients and stakeholders.
- **Teamwork:** Has the ability to work as a team member with individuals from a variety of disciplines; balances team and individual responsibilities; gives and welcomes feedback; contributes to building a positive team spirit; and supports everyone's efforts to succeed.
- **Quality:** Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance and holds others accountable for same.
- **Initiative:** Seeks professional development activities for self and team; asks for and offers help when needed.
- **Planning/Organizing:** Ability to work independently; prioritizes and plans work activities; uses time efficiently; sets goals and objectives; and develops realistic action plans.
- **Adaptability:** Adapts to changes in the work environment; manages competing demands; aligns approach or method to best fit the situation; and effectively handles frequent changes, delays, or unexpected events.
- **Dependability:** Is consistently at work/appointments and on time; ensures work responsibilities are covered when absent; communicates accessibility ahead of time; completes tasks on time or notifies appropriate person with an alternate plan.

### **Physical Requirements**

While performing the duties of the job, the employee is required to stand, walk, sit, use hands, reach with hands and arms, talk and hear. The employee must occasionally lift or move up to 25 pounds. Specific vision abilities required include close and distance vision.

### **Other Requirements**

Must be willing to work flexible hours. Must have access to a vehicle; possess a valid driver's license and proof of insurance; submit to a pre-employment thorough criminal and child abuse background check and thereafter every three years, demonstrate proof of legal ability to work in the United States, and, if applicable, demonstrate registration with the Selective Service. Occasional in-state and out-of-state travel is required.

### **Performance Evaluation**

Performance will be formally evaluated on an annual basis, with a review consisting of the Executive Director's abilities and effectiveness to carry out the above responsibilities conducted by the Board of Directors/Executive Committee. Additional reviews may occur as desired by the Board.

### **Equal Opportunity Employer**

Foothills does not discriminate against employees or applicants for employment based upon race, color, ethnicity, religion, creed, national origin, cultural background, age, gender, gender identity, sexual orientation, disability, military service, or any other basis prohibited by state law relating to discrimination in employment.

*This job description is subject to change. Nothing herein is to be considered a contract for employment. Rev 03/2023*