



The Wade Knox Children's Advocacy Center, Inc.

Executive Director

Job Title: Executive Director

Hours of Work: 8:00 a.m. to 5:00 p.m.
As Required for After Hour & Weekend
Interviews & Events.

Job Summary: The Executive Director is responsible to carry out the policies, programs and purpose of the Wade Knox Children's Advocacy Center (CAC) as determined by the Board of Directors. Supervise all administrative aspects of the CAC's functions and recommendations of policy changes when necessary. The Executive Director will direct activities of the employees of the CAC. The Executive Director will be responsible for seeking grants, funding, fundraising efforts and public relations work in collaboration with the Board of Directors.

Goals: The goals of the Executive Director are as follows:

Fiscal Management:

1. In conjunction with staff and Board, develop an annual budget for Board approval.
2. Revise and monitor budget, as necessary and with Board approval.
3. Identify new, appropriate funding sources.
4. Prepare grant applications.
5. Provide financial and narrative reports to the Board of Directors and funders.
6. Ensure compliance with all grant and service contracts.
7. Provide statistics that meet funders' requirements on services provided to clients and the community.
8. Ensure that all financial records are maintained according to generally accepted accounting principles.
9. Develop and implement other non-grant fundraising strategies.

Personnel Management:

1. Provide ongoing supervision to staff and volunteers.
2. Conduct yearly staff performance evaluations.
3. Review job descriptions and update, as needed.
4. Recruit, screen and interview job applicants in a manner consistent with program policies and applicable laws.
5. Maintain personnel files.
6. Monitor work performed by staff.
7. Develop and facilitate staff and team training and in-service programs, as needed.

8. Facilitate regular staff meetings.

Board Relations:

1. Promote active Board participation in the Center's mission and work.
2. Maintain appropriate working relationship with the Board and its committees.
3. Schedule and staff Board meetings and Board committee meetings.
4. Serve as a liaison among the Board, staff and team members.
5. Develop and implement an orientation program for new Board members.
6. Inform the Board of agency programs and development, including any problems that may arise.
7. Communicate regularly with the Board members.

Outreach:

1. Serve as the organization's spokesperson with the media.
2. Conduct public relations as requested, in the community, including representing the center on task forces, public education presentations, media appearances, etc.
3. Supervise and provide public education and develop community awareness associated with child abuse prevention/awareness and the center.
4. Develop and maintain legislative relationships, as well as staying up to date on legal issues affecting nonprofits and child welfare.
5. Collaborate and network with statewide, regional and national child advocacy organizations.

Administration:

1. In conjunction with the Board, staff and multidisciplinary team (MDT), develop, review and revise policies and procedures as necessary to implement program services.
2. Act as a liaison among the Board, staff and MDT.
3. Implement all policies set by the board of directors.
4. Develop and implement an orientation program for new staff, volunteers and team members.
5. Develop, coordinate and implement strategic planning at least every five years.
6. Helps to manage and facilitate the MDT with the MDT coordinator.
7. All attendance to educational seminars, continuing education and conferences must be approved by the Board President prior to confirmation of attendance submitted. These may require overnight travel.
8. Other duties as assigned by the Board.

Qualifications:

1. College degree in human services field, public administration, or other related discipline.

2. Three-plus years of administrative management experience, preferably including nonprofit experience.
3. Demonstrated knowledge of child abuse issues and intervention services and commitment to improving the quality of life of abused children.
4. Proven ability to communicate in person and in writing.
5. Experience in grant-writing or other fundraising activities.
6. Experience working within the social service and/or legal system.
7. Effective team management skills.
8. Demonstrated ability to establish and maintain favorable working relationships with the board, community groups, associates, staff and the general public.
9. Conducts all activities in accordance with the highest ethical standards and professionalism in accordance with the mission and policies of the Wade Knox Children's Advocacy Center.

I have reviewed the Executive Director job description of the Wade Knox Children's Advocacy Center and by signing the job description I agree to perform and adhere to the responsibilities as outlined above.

Signature

Date

Witness Signature

Date