

THE CHILDREN'S ADVOCACY CENTER OF PARIS EXECUTIVE DIRECTOR

REPORTS TO: BOARD OF DIRECTORS
COMPENSATION: COMMENSURATE WITH EXPERIENCE
SUPERVISES: LEADERSHIP TEAM AND STAFF
EXEMPT STATUS: FULL TIME
COMMITMENT TYPE: EXEMPT
BASE OF OPERATIONS: PARIS, TEXAS

SUMMARY:

The Children's Advocacy Center (CAC) provides comprehensive services to child victims of abuse and their non-offending caregivers in conjunction with a multi-disciplinary team made up of law enforcement, child protective services and prosecution.

Reporting to the Board of Directors, the Executive Director of Children's Advocacy Center of Paris (CACP) will have overall strategic and operational responsibility for CAC staff, programs, expansion, and execution of its mission. This individual will develop a deep knowledge of field, core programs, operations, and business plans to implement a sound administrative structure and programming to allow the Center to meet its mission.

ESSENTIAL FUNCTIONS:

LEADERSHIP AND MANAGEMENT

- Ensure ongoing local programmatic excellence, direct client services, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals
- Ensure provision of quality advocacy, intervention, and therapeutic services to all reported victims of child abuse and their families
- Actively seek, develop, and nurture multi-disciplinary partnerships and other collaborative efforts that contribute to the well-being of all children
- Inform and educate the public on issues related to child abuse, its prevention and resolution
- Actively engage and energize CACP volunteers, board members, event committees, alumni, partnering organizations, and funders
- Develop, maintain, and support a strong Board of Directors: serve as ex-officio of each committee, and build board engagement and retention with strategic direction
- Lead, coach, develop, and retain the CACP's high-performance team. Ensure effective systems to track scaling progress, and regularly evaluate program components, to measure successes that can be effectively communicated to the board, funders, and other constituents

FUNDRAISING AND COMMUNICATIONS

- Represents the organization to the public.

- Expand local revenue generating and fundraising activities to support existing program operations and expansion
- Actively participate in relationship management and fundraising including making funding requests of major donors, corporations, foundations, federal, state and local government, United Way, and other funding sources
- Deepen and refine all aspects of communications—from web presence to external relations with the goal of creating a stronger brand
- Use external presence and relationships to garner new opportunities

PLANNING AND NEW BUSINESS

- Develop, maintain, and track annual general operating budget and Capital Campaign budget.
- Directs financial operations, ensuring agency's financial management policies are followed, and sufficient internal control is maintained.
- Ensures compliance with grantor/donor contractual agreements as well as all CAC state and national standards.
- Design and complete the strategic business planning process to ensure delivery of client services and for the program expansion
- Build partnerships, establishing relationships with partner agencies, financial contributors, and political and community leaders
- Communicates program results, with an emphasis on the successes of all programs

JOB REQUIREMENTS AND QUALIFICATIONS

The Executive Director will be thoroughly committed to the CACLC's mission. Will be expected to demonstrate proven leadership, coaching, and relationship management experience. Other qualifications may include:

- Degreed individual, and/or at least 5 to 10 years of management experience; track record of effectively leading an outcomes-based organization and staff; ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth
- Excellence in organizational management with the ability to coach staff, manage, and develop and retain high-performance teams. Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning. Ability to multi-task, work effectively in collaboration with a diverse group of individuals, and balance the evolving requirements of the position
- Past success working with a Board of Directors with the ability to cultivate existing board member relationships
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills; bi-lingual is an asset.