

Full-time Director Job Description
A Caring Place Child Advocacy Center

Job Summary: The Director is responsible for leading, supervising, and providing oversight and direction to all operations of A Caring Place in accordance with its mission and vision to be a leading advocate in the healing and prevention of Child Abuse. The primary responsibilities include but are not limited to victim assistance, personnel and fiscal management, public relations, policy development and administration, and planning and evaluation. This full-time position is hired by and directly accountable to the Board of Directors.

DUTIES AND RESPONSIBILITIES:

I. Leadership / Operational Responsibilities

- ❖ Ensure the smooth operation of A Caring Place which includes orchestrating victim assistance efforts, maintaining records on financial performance, budget, staffing, strategic planning, fundraising, policy formulation, and compliance with all government regulations.
- ❖ Develop and implement appropriate policies, procedures, and technologies to ensure compliance with and adherence to all local, state, and national requirements and professional standards relative to management and tracking child abuse cases.
- ❖ Maintain the center's accreditation standards and facilitate process for re-accreditation as needed.
- ❖ Maintain a strong working relationship with the Board of Directors, partner agencies, government officials, grantors, and foundations - providing verbal and written updates as required and maintaining memorandums of understandings with partner agencies.
- ❖ Maintain high levels of commitment and engagement in all aspects of A Caring Place including but not limited to attendance at fundraisers and other events in community outreach.
- ❖ Monitor the success of board related initiatives through active participation in the preparation of materials at board meetings and on board committees.
- ❖ Responsible for the direct oversight of A Caring Place employees including financial staff (bookkeeper), advocates, and other staff as hired.
- ❖ Participate in the attendance of all necessary meeting which include but are not limited to Ohio Network of Child Advocacy Center Director meeting in Columbus, Family and Children's First Council, United Way, Multi-disciplinary Team, and Jefferson County Human Trafficking Coalition.

II. Fiscal Responsibility

- ❖ Assists in development of annual budgets and grants.
- ❖ Assists in providing the proper fiscal records and reporting within the time frame required.
- ❖ Write and submit grant applications and funding proposals as appropriate.
- ❖ Monitor, prioritize, and control expenditure of funds to comply with authorized budgets and audit accountability; makes staff and expenditure decisions.
- ❖ Assure strict financial responsibility on agency budget.

III. Development

- ❖ Identify and cultivate individual, foundation, corporate, and government relationships for the purpose of generating funding for A Caring Place.
- ❖ Ensure donor database integrity and appropriate use.
- ❖ Oversee and strengthen grant and other funding applications and compliance reporting.
- ❖ Promote the training of partner agencies to "best practice" standards.

IV. Prevention / Advocacy

- ❖ Assure provision of community education as needed for presentations and training to assist in educating the community on the issues of child sexual abuse, identifying victims, and reporting process.
- ❖ Cultivate and maintain strong working relationships with legislators and other officials to ensure continued support of funding and the development and implementation of policy in order to advocate on behalf of children.

V. Public Relations

- ❖ Ensure the implementation of marketing and public relations activities, including producing materials such as brochures, fact sheets, or other educational materials in order to raise awareness and promote the mission of A Caring Place.
- ❖ Serve as the primary spokesperson of A Caring Place and actively promote A Caring Place in the community.

QUALIFICATIONS:

- ❖ Bachelor's degree in a related field required; master's degree preferred.
- ❖ Experience in business administration or management in a social services environment preferred.
- ❖ Flexibility to attend evening monthly board meetings and be called in after hours to occasionally serve as a backup for the advocate.
- ❖ Ability to travel occasionally for trainings and attend bi-monthly Ohio Network of Child Advocacy Center meetings in Columbus, Ohio.
- ❖ Successful criminal and child abuse/neglect clearances are required.

IDEAL SKILL SET:

- ❖ Be Mission Driven.
- ❖ High level of integrity with a commitment to quality programs and data-driven evaluation.
- ❖ Knowledge of the dynamics of child abuse and child protective and law enforcement investigation procedures and mandates with an empathy and commitment to the population served.
- ❖ Excellent interpersonal skills and ability to work effectively with the board of directors and various community agencies.
- ❖ Understanding of human resource management in non-profit organizations, including the ability to develop talent and promote a team atmosphere.
- ❖ Skills in financial management including budget oversight and compliance with grant funding.
- ❖ Strong decision-making and problem-solving expertise.
- ❖ Excellent written, verbal, and digital communication skills including social media and standard software proficiency.
- ❖ Ability to travel for trainings and other community events.
- ❖ Analytical ability and resourcefulness as required in developing and implementing plans, policies, and programs.
- ❖ Demonstrated community involvement and leadership.

This position is open for immediate hire.

Applicants may submit their Cover Letter, Resume, and 3 References by E-mail or postal service.

E-mail address: esacaringplace@gmail.com

Postal mailing address:

A Caring Place Child Advocacy Center

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