



Job Description

Title: Executive Director

General Summary: The South Enotah Child Advocacy Center (SECAC) provides a variety of services to children alleged to have been the victims of child abuse and their non-offending family members that include but are not limited to forensic interviews, forensic medical exams, multi-disciplinary teaming, family advocacy and case management. The Executive Director is the Chief Operating Officer of SECAC. The incumbent is responsible for administrative oversight of the programs, services and operations of the organization. The Executive Director works under the general supervision of and reports to the Board of Directors primarily through interaction with the Board President/CEO.

Job Duties and Responsibilities:

The Executive Director will

- Develop policies for the organization in consultation with and for approval by the Board of Directors.
- Develop and implement operating procedures for the organization, its programs, and services that are consistent with policies approved by the Board of Directors.
- Supervise, evaluate and oversee the performance of subordinate employees and volunteers.
- Consult with direct service personnel on client-related issues.
- Coordinate and facilitate the multi-disciplinary teams in both White and Lumpkin Counties
- Represent SECAC in interactions with other organizations and governmental entities related to the programs and service activities of the organization.
- Develop and oversee fundraising efforts and activities in consultation and with support from the Board of Directors.
- Develop applications for contracts, grants and other sources of funding for approval by the Board of Directors, submit such applications and represent the organization in interactions with funding sources.
- Develop and negotiate agreements for services provided by contractors subject to approval by the Board of Directors, and oversee and evaluate the provision of such services.
- Assure that all programmatic, fiscal and operational requirements of funding sources, regulatory, and accrediting agencies and organizations are met.

- In collaboration with other employees and contractors prepare all required service, programmatic and financial reports, and invoices and assure that they are submitted in a timely manner.
- Review and evaluate client records and take appropriate action to correct any identified deficiencies
- Provide direct client services consistent with the specific qualifications of the incumbent occupying the position.
- Oversee and participate in the provision of the public relations and community education and awareness activities of the organization.
- Develop job descriptions for subordinate employees and volunteers subject to approval by the Board of Directors.
- Recruit, screen and hire employees and volunteers.
- Develop operating budgets for the organization and its programs subject to approval by the Board of Directors.
- Oversee, approve and execute expenditures in accordance with financial policies approved by the Board of Directors.
- Collaborate with contracted fiscal management providers to assure that the agency's funds are appropriately expended and documented.
- Assure that the organization's facilities and equipment are maintained in a safe, healthy and appropriate manner.
- Assure that the Board President/CEO and other directors are apprised in a timely manner of any and all information that affects the operations, funding, or reputation of the organization.
- Perform other duties related to the general administration of the organization as may from time to time be designated by the Board of Directors.

Knowledge, Skills and Abilities:

- Knowledge of best practices in the operations, services and programs of child advocacy centers.
- Ability in both grant writing and independent fund raising for a non-profit organization
- Excellent interpersonal, organizational, presentation, and written communication skills.
- Excellent leadership and supervisory skills
- Proficiency in Microsoft Office software.
- Ability to resolve complex, difficult, and ill-defined issues.
- Ability to work cooperatively with others to accomplish organizational goals.
- Ability to analyze and interpret data.
- Ability to work under pressure and meet deadlines.

Minimum Requirements:

- Bachelor's degree in a discipline related to the programs and services provided by SECAC. Examples include but are not limited to social work, human services, psychology, criminal justice, sociology.
- Three years of responsible experience in child welfare, victim's services, juvenile justice, law enforcement, child and adolescent mental health, or a closely related field.
- A master's degree in a discipline related to the programs and services provided by SECAC may be substituted for one year of the required experience.

Employer Information:

All employment offers are contingent upon successful completion of a background investigation, as determined by South Enotah Child Advocacy Center, Inc. in its sole discretion. South Enotah Child Advocacy Center, Inc. is an Affirmative Action/Equal Opportunity employer and does not discriminate on the basis of race, color, gender, sex or national origin, age, disability, religion, genetics or veteran status.

Resumes can be sent to info@southenotahcac.org.