

Prevent Child Abuse Pickens County Position Description

Position Title: Executive Director / Director of Victim & Survivor Services

Status: ___ Exempt X Non-Exempt

Salary Level: \$35,000.00 - \$45,000.00 (37.5 hrs/wk.)

Department: Administration

Reports to: Board of Directors

Supervised Positions: All Staff

SUMMARY:

The Executive Director serves under the Board of Directors as designated chief administrator of the organization. The Executive Director will administer programs and services, community outreach and collaboration, finances, fund development, and human resources for the organization.

RESPONSIBILITIES AND DUTIES:

Administrative

- Administer finances in collaboration with the Executive Committee (and their Financial Committee designees).
 - Administer the solicitation of resources for financing the operations of the organization, to include funding from public and private sectors, fundraising projects, and donations.
 - Develop and administer budgets for financial resources received by the organization to include an annual organizational budget and budgets for prevention programs.
 - Develop relationships with businesses, groups, and individuals in the community that will lead to increased contributions for direct and indirect support for prevention programs.
 - Administer financial recordkeeping and reporting according to good practices guidelines, to include assuring that an annual audit is conducted by a qualified CPA.
- Administer primary prevention programs to prevent child abuse and neglect.
- Administer outcomes measurement for prevention programs.
- Administer community outreach training and prevention programs.
- Collaborate with community partners for partnerships in prevention programs and services.
- Develop a community-wide view of the organization as a quality partner for the prevention of child abuse.
- Provide support to Victim Services staff along with assisting in the coordination of services for all Victim Services program.
- Serve as a back-up to the Victim & Survivor Services Manager through the case management, support and referral of all clients.
- Insure that media coverage promotes the organization's activities and programs to the community at large.
- Administer a quality staff development program, to include new employee training, and maintain a comprehensive Policy & Procedures Manual to ensure good human resources practices.
- Serve as the primary liaison with the Board of Directors to include:

- Planning of training and development for Board in collaboration with the Executive Committee of the Board.
 - Preparing reports to the Board that ensure that the Board has a clear understanding of organization's finances, budgets, accomplishments, programming, and challenges.
 - Meeting quarterly with the Executive Committee of the Board to plan for quality Board involvement, to review the financial status of the organization, to develop/review committee activities, and to plan for quality Board membership and active Board participation in direction of the organization.
- Prepare an Annual Report to reflect: sources of finances, utilization of finances received, programming for prevention, numbers of individuals served by each program area, and prevention outcomes.
 - Prepare Quarterly Newsletters; manage event planning and year-end solicitation campaign.
 - Manage all staff and oversee all programs of the agency.

Leadership

Leadership is defined as "Anything anyone does that increases the capacity of the organization to achieve what it is about"

- Provides leadership within this job so that the position's continual improvement adds to the organization and its overall ability to achieve its vision and mission;
- Provides leadership in concert with all other employees that result in the increase of the capacity of the organization to achieve its vision and mission.

CONFIDENTIALITY:

- Maintain confidentiality of the organization as well as all program participants and potential participants.

PREREQUISITE QUALIFICATIONS:

- Advanced degree from a four-year college or university;
- Several years of educational or experiential background in child health and development, child maltreatment, and parenting. MUST be willing to augment existing education and experience with training;
- Ability to relate to families from a strength-based model even in an apparently chaotic family environment; ability to approach families from a family-centered service model;
- Must have receptive, sensitive, non-judgmental personality to establish rapport required to provide effective service;
- Creative and knowledgeable about community services/resources;
- Ability to establish and maintain personal/programmatic boundaries, while providing services;
- Belief in and is comfortable advocating for nurturing, non-violent discipline of children;
- Must be organized, with demonstrated ability to manage multiple and sometimes competing projects and show leadership, especially in a busy environment;
- Superior computer, written and oral communication skills;
- Demonstrated commitment to diversity, including race, ethnicity, class, gender, sexual orientation, disability and religion and the demonstrated ability to work with a diverse group of people to develop and accomplish strategic work plans;
- Demonstrated collegiality, team orientation, a positive can-do attitude;
- Must be able to work both independently and collaborate as a team player;
- Demonstrated ability to work collaboratively with committees, think strategically, and be able to carry out directions from boards or committees;

- Minimum of 5 years experience in Administration in a non-profit organization
- Experience supervising staff
- Communication and public speaking skills
- Experience in working with volunteers
- Experience in grant writing
- Self motivated, team worker with organizational skills
- Ability to work flexible hours
- Valid South Carolina driver's license
- Appreciation for the Agency's mission;
- Proficient with Microsoft Office.

PREFERRED QUALIFICATIONS:

- Several years of work experience in a similar setting;
- Knowledge of the Growing Great Kids Curriculum or home visitation practices;
- Knowledge of Triple P and/or STEP Curriculum
- Knowledge of the Parents Anonymous Model
- Knowledge and experience with Victim Services

Note: Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.