



## **Executive Director Position Description**

**Reports To:** Board of Directors

### **Kids' FIRST Center**

**Mission:** Providing intervention and advocacy for children who are victims of, or witnesses to, crime.

**Vision:** Kids' FIRST Center's Vision is to minimize the trauma inflicted upon children and families of child abuse and neglect through its multidisciplinary intervention, advocacy, support and strong community partnerships.

### **POSITION OVERVIEW**

The Executive Director will be responsible for carrying out the mission, policies and programs at the Center as determined by the Board of Directors and shall be responsible for the administration of the organization and its core programs and services. The Executive Director will provide leadership and ongoing supervision to all staff, direct facilities and operations, and maintain responsibility for the consistent achievement of the organization's mission and financial objectives.

Additionally, the Executive Director shall make recommendations to the Board with regards to policy changes, shall submit to the Board for approval any plan that may require funding not previously budgeted, and shall report and perform other duties as needed. Kids' FIRST Center's organizational culture encourages effectiveness, connectedness and learning.

### **JOB RESPONSIBILITIES**

#### **Administrative Duties**

- Oversee day-to-day operations at the Center and provide general oversight of the facilities.
- Oversee the development and preparation of the annual budget and submit to the board for approval. Control expenses and ensure adequate revenues are available to meet ongoing expenditures.
- Evaluate and define the organization's strategic direction and vision.
- Lead the board in developing short and long-range strategic plans and ensure consistent and timely progress toward identified objectives.

- Maintain positive working relationships with community partners and monitoring bodies including the National Children's Alliance and the Oregon Network of Child Abuse Intervention Centers.
- Coordinate annual financial audit, review and/or implement audit recommendations with the Board of Directors.
- Oversee the filing of reimbursements for medical payments for forensic medical examinations.

#### Personnel

- Oversee the recruitment, hiring, professional development of all staff.
- Coordinate and provide meaningful annual staff evaluations with an annual report to the Executive Board by December 1
- Make recommendations for the creation of new positions to the Board of Directors.

#### Fund Development

- Work in partnership with the Development Director and Fundraising Committee to create and implement comprehensive fundraising plans that encompass grant writing, major gifts, special events and capital campaign.
- Coordinate and solicit grants and major gifts in partnership with staff.
- Write public and private grant applications.
- Ensure that program and financial grant reporting documents are submitted in a timely fashion.
- Maintain positive relationships with funders and provide monthly and/or quarterly reports as required by each funding source.

#### Facility Maintenance

- Provide oversight of facilities and grounds.
- Ensure a child-friendly, welcoming atmosphere and that the facility receives proper maintenance and upkeep.
- Ensure the grounds are safe and well-maintained.

#### Public Relations

- Serve as the official spokesperson for the organization.
- Implement public relations and community awareness program to promote visibility and awareness of the Center's services.
- Provide tours of Center to the public and interested professionals.
- Represent the Center to a wider audience; conduct presentations for civic, community and educational groups and the media.
- Maintain and continually facilitate positive relationships with community multidisciplinary team partners.

## Board Relations

- Provide accurate and relevant information regarding Center operations and finances to the Board so that plans and policies can be implemented.
- Ensure the smooth operation of the Board by preparing meeting schedules, agendas, and sending meeting reminders.
- Prepare and consult on materials presented to the Board.
- Ensure the work of each committee is reported back to full Board.
- Perform research and provide data for committees as requested.
- Provide support to the Board Development Committee in recruiting new board members, interviewing prospective board members, and orienting new members.

## **QUALIFICATIONS**

The Executive Director should possess an outstanding track record of visionary leadership. Professional requirements include, but are not limited to:

- A minimum of five years of demonstrated leadership in the nonprofit sector.
- A Master's degree from an accredited college or university and three (3) years of professional experience in a human services, management or criminal justice field.
- Demonstrated success in fundraising, financial/organizational management, and public policy.
- Excellent management and organizational skills with vast experience developing and executing budgets, strategic plans, and operational procedures.
- Successful track record of working effectively alongside a well-established, active, and engaged Board of Directors.
- Exceptional written, oral, and public communications skills with the capacity to engage multiple and diverse constituencies.
- Strong community engagement skills and high level of comfort serving as official spokesperson for the Center in the community.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; reach with hands and arms. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 15 pounds.

## **WORK ENVIRONMENT**

This position is based in an office setting.

## **COMPENSATION**

**Salary range:** \$75,000-\$105,000 DOE

Kids' FIRST Center is proud to offer a competitive benefit package, including but not limited to: paid time off, paid holidays, employer paid health and dental benefits for employee and family, and retirement match.

**Paid Holidays:** New Year's Day, Martin Luther King Jr. Birthday, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, and Christmas Day.

**Benefits:** Kids' FIRST will pay 100% of the premiums for the following benefits after successful completion of a 30-day probationary period:

**Retirement:** Simple Plan, American Funds (up to 3% salary match contribution)

**F.S.A:** Pacific Source F.S.A. (no premiums; participation is voluntary)

**Disability:** Short Term Disability and Long Term Disability

**Fire Med:** Membership for Lane County Fire Med ambulance services

**Health:** Providence Oregon Standard Silver Plan (employee and family)

**Dental:** Pacific Source Dental Choice (employee and family)

**Vision:** Included in basic health plan

## **TO APPLY:**

Send ONE PDF that includes: resume, cover letter (limited to one page), three professional references, and answers to the three supplemental questions below to [hiring@kidsfirstcenter.net](mailto: hiring@kidsfirstcenter.net)

Using no more than 500 words per question, please provide responses to the following supplemental questions:

1. Tell us about a Multidisciplinary Disciplinary Team (MDT) approach to child abuse, its attributes, its positive outcomes, and its limitations. How would you work to maximize the work of MDTs.
2. As an Executive Director, you will be both a leader and a manager. How do you see these roles intersecting?
3. Kids' FIRST Center is a nonprofit organization that has traditionally relied on grants for annual operating expenses. The future of grant funding is always uncertain. The Center knows it must engage in a community fundraising campaign, but the Kids' FIRST Center is generally not well known in the community. Describe three strategies you would use to increase community awareness, and include one key message for the organization.

***Open until filled, with first review scheduled for Thursday, April 19<sup>th</sup>, 2018***

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