



Executive Director Position Description

Title: Executive Director

Reports To: Board of Directors

Status: Salaried, full-time, Exempt

The Executive Director is responsible for oversight and direction of the agency on a broad basis, being fully versed in all aspects of the program, possessing knowledge of the system within which the agency functions, and by maintaining strong relationships with all key stakeholders and the community. Responsibilities include but are not limited to:

Operational Oversight

- Creates and executes a strategic development plan to help the organization meet its operational and fundraising goals
- Directs the execution of the vision, strategic planning, financial management, and fundraising operations that support the overall objectives of Child Advocates of Placer County (CAPC)
- Creates and oversees the organizational structure to support the Organization Vision and Mission
- Ensures that all programs within CAPC are aligned with the Organization Mission, and are focused on implementing the Mission
- Oversees grant writing operations and reporting.
- Responsible for developing and maintaining sound financial and Human Resources practices
- Oversees all donor cultivation, solicitation, and stewardship, including ensuring accurate and timely tracking and acknowledgment of all donations
- Works with the staff, Audit Committee, CPA, and the board in preparing a budget; sees that the organization operates within budget guidelines.
- Monitors monthly program costs, keeps expenditures within the approved budget, and prepares monthly financial reports for Finance Committee
- Responsible for the evaluation and mentoring of direct reports, including the Development Director, Family Services Director, and Youth Services Director
- Works with the Development Director and Board Fundraising/Marketing Committees to develop and implement marketing activities, appeals, and special events
- Facilitates employees' involvement with Cal CASA and National CASA programs and initiatives.
- Responsible for hiring and termination of all employees
- Maintains official records and documents and ensures compliance with federal, state, and local regulations

Agency Liaison to the Board of Directors

- Maintains positive relationships with foundation stakeholders, including the board of directors, grantees, community leaders, donors, and prospective donors
- Keep the board fully informed on the condition of the organization and important influencing factors
- Identifies county welfare trends and provides a vision for future program growth
- Works in the Board of Directors to ensure that the organization has a long-range strategy which achieves its mission
- Provides leadership in developing program, organizational, and financial plans with the Board of Directors and staff and carries out plans and policies authorized by the board
- Attends all Board meetings and assists Board and Committee Chairs with developing board materials
- Assists with the recruitment of new Board members

- Other duties as assigned by the Board of Directors

Community and Public Relations

- Ensures the Development Director executes successful special events, community outreach initiatives, and fundraising activities while acting as a spokesperson and represents the programs at events
- Establishes sound working relationships and cooperative arrangements with community groups and organizations
- Represents the programs and point of view of the organization to agencies, organizations, and the general public

Program Planning

- Provides leadership, direction, and resources to implement non-profit programs and develop the teams that support the organization's mission, vision, and goals
- Ensures that programs operate efficiently and must have an innovative mindset

Skills and Knowledge

- Minimum of five years prior experience in executive management or related social services field
- BA/BS degree
- Excellent personnel management skills
- Excellent project management and organizational skills
- Analytical problem-solving skills and a demonstrated ability to set goals, prioritize issues and needs, and devise a clear course of action
- Understanding of Juvenile Dependency and Justice systems is preferred
- Strong ability to form positive professional relationships and foster collegial associations
- Must possess strong computer skills and an ability to learn new software programs, with demonstrated ability in Word, Excel, Outlook, and PowerPoint
- Must have strong interpersonal/communication skills

Demonstrated Ability

- Must be able to assess needs and chart a course to accomplish relevant goals
- Communicate the mission of CAPC and the goals of the local agency
- Establish and maintain effective working relationships with staff, volunteers, and the community
- Demonstrate strong ability to coordinate and manage relationships with system partners and the agency
- Work independently under the Board of Directors and make decisions based on established procedures
- Maintain confidentiality
- Adapt to a changing environment with the ability to respond to and manage crises with a calm, mindful approach
- Must be respectful of all people regardless of socioeconomic background, culture, race, religion, sexual orientation, disability, or gender
- Must be flexible about hours; be available some evenings and weekends, particularly in relation to training, donor cultivation, and events

Compensation

- Base Salary and Incentives will be in \$130,000 - \$200,000 per annum range.

This job description provides a general overview of the responsibilities and qualifications for the Executive Director position at Child Advocates of Placer County. The specific duties and requirements may be subject to change based on organizational needs and priorities.