

# CHILDREN'S ADVOCACY CENTER EXECUTIVE DIRECTOR SEARCH

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## INFORMATION PACKET

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Leading the effort against child sexual abuse.

The Children's Advocacy Center of Kent County has led the local effort to recognize, report and reduce child sexual abuse since 1993. Along the way, we've helped thousands of children and families achieve healing and justice. Now, we're searching for a new Executive Director to continue this important work.



Children's Advocacy Center

2855 Michigan St. NE

Grand Rapids, MI 49503

(616) 336-5160



## **Hearing the story, healing the pain, and halting the cycle of child sexual abuse.**

We are looking for the new face of the **Children's Advocacy Center** in Grand Rapids. Due to the retirement of the current Executive Director, the CAC is seeking a new **Executive Director**. In this full-time role, we are looking for someone with exceptional leadership skills and the passion to make a difference. The ideal candidate will have the skills to meet the growing needs of children and families in our community by seeking resources and adding staff as needed in order to increase investigation, treatment and prevention services. The new Director will take an active role in fund development and raising community awareness of the services the CAC provides.

This job is not for the faint of heart. The Children's Advocacy Center of Kent County has led the local effort to recognize, report and reduce child sexual abuse since 1993. Along the way, they've helped thousands of children and families achieve healing and justice. The CAC is a trauma-rich environment with an amazing staff who are committed to hearing the story, healing the pain, and halting the cycle of child sexual abuse. One of the unique aspects of the Grand Rapids CAC is that the beautiful new building houses not only CAC staff, but also representatives from three Police Departments and Child Protective Services, in addition to partnering with all ten police jurisdictions in the county. This allows the children in these circumstances to only have to tell their stories one time, a crucial difference.



The CAC takes a multi-disciplinary approach for investigating suspected child abuse and the ideal Executive Director will have experience successfully leading a multi-disciplinary team. The organization is financially healthy and is searching for a leader who can continue the growth trajectory and long-term sustainability initiatives that have been set in motion. In addition to exceptional and collaborative leadership skills, requirements include the following:

- Fundraising Capabilities – a track record of success with diversified fundraising strategies, both event and individual donor development
- Business Strategy – the ability to develop and implement a strategic plan
- Financial Acumen – skills to run a non-profit and maintain the budget - ensuring accounting systems, risk management policies and financial controls are in place
- Non-profit Experience – well-honed strategies and experience running a non-profit, and experience working closely with the Board of Directors to develop long-term strategies for success
- Presentation Skills – experience and passion for talking about difficult subjects and a track record of moving people to action

#### Education and Experience Requirements:

- Bachelor's degree in related field
- 5-7 years of leadership experience in a non-profit organization
- Demonstrated skills in verbal and written communication, leadership, supervision, and relationship building
- Proficiency in MS Office Platform

If you feel called to make a difference in the lives of children and the community, we'd love to talk with you. Please contact Shelley Crooks at [scrooks@palladianwest.com](mailto:scrooks@palladianwest.com).



## **Additional Background Information**

The Children's Advocacy Center of Kent County opened its doors 25 years ago. Two years prior to that, then Grand Rapids Police Chief William Hegarty convened a meeting of various investigative, medical and social services professionals to design a child centered and coordinated response to child sexual abuse. Together they created a multi-disciplinary approach, which brings together law enforcement, child protective services, doctors, social workers, and prosecutors to develop a process, create memorandums of understanding find a building and raise the funds to launch the Center. Since opening their doors, the CAC has seen over 20,000 children.

The Center has 18 staff and 12 partners on site. The partners include seven detectives representing the Sheriff, Grand Rapids and Wyoming law enforcement agencies. In addition, there are five Kent County Child Protective Services workers on site. The staff include therapists, social workers, educators, fundraising and administrative support. The Kent County CAC is one of 900 across the United States. They are accredited by the National Children's Alliance, which is funded by the Department of Justice.

Victims of Crime Act federal dollars funds about 60% of the \$1.1 million-dollar budget. The remainder of revenues are received from contributions and grants. This includes gifts generated from one annual fundraiser, a luncheon, attracting 400 guests.

This year the CAC will conduct over 600 forensic interviews on site. They will provide over 1300 hours of therapy plus group and court support. Our trademarked Kids Have Rights, a children's body safety program, is offered to 21,700 students throughout Kent County.



The agency just completed a \$3.1 million-dollar capital campaign and have completely renovated a former doctor's office. The result is a state of the art, 14,000 square foot building which is expected to attain LEED certification. It's been decided that \$400,000 of the campaign revenues will be retained in a building reserve for future major repairs and replacement of equipment and technology. The new building opened for clients on January 2, 2018.

One of the agencies' critical success factors in its strategic plan is to be seen as a leader that addresses child sexual abuse in Kent County. To that end, the CAC convened a Summit to End Child Sexual Abuse on March 23, 2018. Over 120 community leaders attended and identified actions to be taken by a variety of sectors including government, medical, education, faith-based, media, business, non-profit and legal. The plan will be widely circulated. A follow-up Summit will be held in 2019 to evaluate progress and next steps.



## **Recruitment and Selection Process**

The Children's Advocacy Center of Kent County has partnered with Palladian West, LLC, an executive search firm in Grand Rapids, MI.

Qualified individuals are invited to apply online by submitting a cover letter and resume to Shelley Crooks at [scrooks@palladianwest.com](mailto:scrooks@palladianwest.com). Those selected for onsite interviews will initially interview with a Palladian West representative at their office located at 124 Fulton Street East, Grand Rapids, MI 40503.

The cut-off date for applications is June 28, 2018. All candidates will be contacted regarding status of his or her application.

The interview process will begin July 9, 2018.

The Children's Advocacy Center is an Equal Opportunity Employer.

