

## **President/CEO**

**Supervisory Responsibilities:** Direct supervision of Operations Director, Development & Communications Director, Clinical Services Supervisor, Family Services Supervisor, Forensic Services Supervisor, Prevention Services Supervisor, Administrative Secretary

### **Essential Duties and Responsibilities**

#### **Planning & Vision**

- Provides vision and leadership in planning and implementation of programs as related to the Center and the community, in keeping with the Center's mission, vision, and values, while ensuring compliance with applicable licensing, accreditation, and funding standards.
- Works with Center's Board of Directors and Leadership Team to develop and implement strategic planning process with long- and short-term objectives.

#### **Administration**

- Oversees the day-to-day operations of the Center, ensuring proper organizational and financial structure and allocation of resources for staff and building maintenance.
- Creates and ensures compliance with policies and regulations.
- Maintains visibility and collaboration with the Children's Advocacy Centers of Michigan and other children's advocacy centers within the state.
- Acts as gatekeeper of confidential service provision information, ensuring release of information according to agency policy and all state and federal statutes.
- Oversees reaccreditation process for National Children's Alliance.

#### **Financial Management**

- Ensures sound financial management, accounting systems, financial controls, and risk management policies are in place and are followed.
- Provides leadership for creation and implementation of annual budget.

#### **Fundraising**

- Develops and implements a diversified fund-development plan, ensuring appropriate goals and structures.
- Actively participates in donor identification, prospecting, and cultivation.

#### **Community Relations**

- Effectively and positively promotes the Center in relevant community groups, working to ensure the Center is seen as a leader in addressing and preventing child sexual abuse.
- Maintains appropriate relationships with relevant community organizations.
- Serves as knowledgeable resource for media and the public about child sexual abuse and the work of the Center.

#### **Board Relations**

- Develops and maintains a strong working relationship and system for sharing information that enables the board to carry out its governance role effectively.
- With Board Chair, prepares agendas and conducts board orientation.
- With Board Nominating Committee, identifies new board and committee members.

#### **Staff Relations & Human Resources**

- Ensures optimal organizational structure and human resources to effectively and efficiently deliver services.
- Respects and understands the role each staff member plays and fosters healthy morale among staff.

#### **Partner Agency Relations**

- Creates positive relationships with partner agencies, both co-located and offsite.

### Educational Requirements and Qualifications

To perform this job successfully, an individual must be able to perform each essential duty. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Bachelor's degree in nonprofit or public administration, business, or related field.
- Demonstrated experience in strategic program development.
- Experience and demonstrated skills in verbal and written communication, leadership, supervision, relationship building, and fund development.
- Ability to relate to children and adults of all ages, races, ethnicities, and socio-economic backgrounds; professionals across multiple disciplines; and individuals in crisis situations.
- Flexibility to assist team members as client needs arise.
- Proficiency in internet usage, online meeting platforms, and Microsoft Office platform.

#### Preferred Qualifications:

- Understanding of donor databases and online accounting systems.
- Minimum two years' experience serving as director or supervisor in nonprofit setting.