

CHILDSAFE JOB DESCRIPTION

Job Title: Chief Executive Officer
Location: Texas

Status: Exempt
Revised: 04/10

BASIC FUNCTION

Provides oversight and direction to the planning, development and management of the daily operations of the Center. Works in partnership with the Board of Directors, CAC staff, law enforcement, Child Protective Services, prosecution, and other key constituents to mobilize and strengthen the multidisciplinary approach to the prevention, intervention, investigation, treatment and prosecution of child sexual abuse in Bexar County.

ESSENTIAL JOB FUNCTIONS

1. Daily Operational Duties: Ensures the smooth operation of the Center to include financial performance, budget preparation, staffing, strategic planning and marketing, program development, policy formulation and compliance with all pertinent government regulations and standards.
2. Fiscal Responsibility: Ensures the ethical disbursement of funds and other subcontracts in compliance with appropriate local, state and federal laws. Assures the financial viability of the organization through fiduciary oversight of the annual budget, compliance with standard accounting practices and coordinates annual third party audits of financial records.
3. Fund Raising: Plans and provides leadership to the Center's efforts and programs to solicit philanthropic gifts through annual giving, special events, and any other fund raising project and board approved campaigns. Identifies and cultivates individual, foundation, corporate and governmental relationships for the purpose of generating funds and support to the Center. Assures a donor database is maintained and updated. Manages and participates in the writing and reporting of grants and funding application.
4. Public Policy: Cultivates and maintains strong working relationships with key legislators and other high ranking officials to assure continued support of funding appropriations, development and implementation of public policy to further enhance and protect the Children's Advocacy Center model, and advocate on behalf of children. Works with the state and national organizations on behalf of the Center.
5. Strategic Planning, Marketing and Public Relations: Works in collaboration with the Board of Directors to plan, develop, implement and update the strategic plan for the Center. Oversees and implements the marketing and public relations plan and activities to include creatios of collateral materials, annual report, and other forms of communication. Acts as the key spokesperson for the Center in the community. Oversees

- an aggressive and proactive program for community and school districts on awareness and prevention of child sexual abuse.
6. Other duties as assigned by the Board of Directors.

RELATIONSHIPS AND CONTACTS

Reports to: Board of Directors.

Organizational Relationships: Works closely with all staff, including investigators, prosecutors, treatment specialists, case workers and other who may be involved with the case.

External Relationships: Maintain open communication with all partner agencies, community agencies, other non-profit organizations and potential donors in the community.

JOB SPECIFICATIONS

1. Bachelor level degree in appropriate field.
2. Minimum of five years experience in administration and management.
3. Must be mission driven with unquestionable integrity.
4. Possess excellent interpersonal skills to work effectively with many different constituencies.
5. Strong leadership and managerial capability and the ability to evaluate and develop personnel.
6. Good public speaking ability.
7. Excellent written and verbal communication skills, facilitation skills and collaborative management approach are required.
8. Analytical ability and resourcefulness, as required in developing and implementing progressive plans, policies and programs.

TRAINING REQUIREMENTS

N/A

WORKING CONDITIONS

Office environment and travel to various locations within San Antonio

HOURS/SHIFTS

8:00am – 5:00pm Monday – Thursday, 8:00am-4:00pm on Friday, will include additional hours and weekends/nights based on business needs.

CONTACT:

Resumes should be sent to the attention of Human Resources via fax (210) 675-9020 or email - HR@childsafesa.org.