

**DATE:** February 2024



**TITLE:** Executive Director (Child Advocacy Center)

**GENERAL STATEMENT OF DUTIES:**

The Executive Director is responsible for the implementation of the overall mission and policies of the Madison County Child Advocacy Center through the administration of office personnel, financial management, interaction with related agencies, volunteer and community education programs. Represents the Child Advocacy Center in the community and assures effective working relationships among the disciplines, agencies and departments essential to the success of the program.

**EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

- Responsible for daily administration and management of Child Advocacy Center, services provided by the agency, public accountability and maintenance of the program facilities.
- Reports regularly on agency's activities and finances; develops and retains reporting statistics, year-end reports, and data for the public.
- Responsible for media and community relations; promoting CAC through informational press releases and programs open to the public; provides information to the community and local agencies regarding the mission and activities of the CAC; develops written materials for educational programs for parents and professionals.
- Develops and maintains professional relationships with the Advisory Board and other agencies in the community and serves as representative of the Center to the Madison County Board and the community. Negotiates partnerships among diverse institutions and individuals to obtain mutual goals.
- Provides control and direction of the personnel functions of the Center. Hires, terminates, trains, supervises and directs personnel in the performance of their duties and conducts regularly and timely performance evaluations. Provides employee training and volunteer recruitment and supervision.
- Manages budget and grants; includes preparation and oversight of annual budget, administration of current grants; seeks new funding opportunities through grants and fundraising
- Develops familiarity with current laws and/or pending legislation impacting the CAC to ensure compliance

- Develops and maintains appropriate working relationships with Child Advocacy Centers of Illinois; obtains and maintains agency accreditation by the National Children's Alliance
- Performs other related duties to benefit the mission of the organization as required or assigned which are reasonably within the scope of the duties listed above

**SUPERVISION RECEIVED:**

The Child Advocacy Center Advisory Board hires the CAC Executive Director and formally evaluates on an annual basis.

**QUALIFICATIONS:**

Masters' degree or above in human services or similar field (social work, criminal justice, public administration or counseling) related to the mission of the CAC and five years related experience in providing services for children and families, including supervisory experience. In lieu of these aforestated qualifications, candidates with exceptional knowledge, skills and relevant work experience may be considered.

This description is intended to indicate the kinds of tasks and levels of difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing the duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

**I have read and understand the responsibilities of this job description.**

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**Signature**

\_\_\_\_\_  
**Date**