



LouisianaChildren.org
President / CEO
Status: Full Time
Reports to: Board of Directors

SUMMARY

The President/CEO is responsible for the overall operation as well as executing a plan for achieving the vision and strategic goals. Working in partnership with the Board of Directors, staff, and stakeholders, the President/CEO will ensure the organization develops and pursues a strategic plan that prioritizes the needs of the member programs and aligns with best practices and research to improve outcomes for children and their families.

RESPONSIBILITIES & DUTIES

25% Provide leadership to support and strengthen the mission of LouisianaChildren.org

- Recruits and supervises staff
- Assures that all programs and services are in compliance with applicable standards
- Sets annual goals in consultation with the Board, in alignment with the Strategic Plan, and monitors progress toward meeting annual goals
- Provides support to and works with the Board of Directors to ensure proper and efficient governance of the organization's operations
- Board Development: ensures efficient operations of all board activity including information sharing, meetings, committees, board recruitment and development
- Fiscal Management: assists with budget development in consultation with the Board Treasurer; provides support to the Treasurer with budget reviews and revisions; and operates under a board approved budget
- Serves as a non-voting, ex-officio member of the Board of Directors; attends all Board and Committee meetings

20% Provide leadership for all member program supports and services

- Coordinates efforts to provide technical assistance and support, networking, and resource development for and among member programs
- Oversees delivery of technical assistance, training, and support with accreditations and/or self assessment reviews of relevant standards
- Facilitates communication and provides support to program advisory councils including ongoing communication with and support to the Chair of each council
- Informs, and calls to action when necessary, local programs on policy debates and decisions of the state legislature as well as federal policy when relevant
- Ensures a process to evaluate all services provided to member programs and presents such information at least annually to the Board and to the program advisory councils

25% Represent the mission, vision, and priorities of LouisianaChildren.org

- Builds and sustains relationships at the state level as the face and voice of the organization and in advocacy on behalf of children
- Develops and maintains LouisianaChildren.org as a primary resource for collaboration, networking, and communication
- Represents LouisianaChildren.org and its member programs in statewide groups and meetings
- Collaborates with all state and national partners to ensure standards compliance and to provide information and advocate for the best interests of the organization and its member programs

- 25% Provide leadership for Resource and Community Development of LouisianaChildren.org**
- Develops and implements a resource development plan with input and guidance from the Board of Directors and in accordance with the adopted Strategic Plan
 - Works with the Resource Development Committee to plan and implement strategies for sustainability; researches and engages in relevant funding opportunities
 - Develops and implements strategies for outreach and partnership development that create awareness and brand recognition as well as improved capacity of the organization
 - Provides leadership and coordinates efforts to educate elected leaders
 - Provides leadership and assistance to coordinate staff efforts in the areas of media relations, speaking engagements, and other awareness/recruitment strategies
 - Assures that adequate and current program literature is available for distribution
 - Monitors the utilization of all available television and public services time
 - Participates in community presentations which promote the mission
 - Explains and promotes child advocacy to professional and community organizations
- 5% Perform other duties as directed by the Board of Directors**

ESSENTIAL SKILLS, KNOWLEDGE, AND EXPERIENCES

- Ability to work independently at an advanced skill level with capacity for researching, analyzing, and providing recommendations on complex topics
- Exceptional writing skills, including the ability to compose and submit advanced, professionally prepared and presented reports with analysis
- Demonstrated success supervising and communicating effectively with team members in a collaborative environment
- Proven ability to establish and maintain productive and healthy relationships and partnerships with staff, partners, and stakeholders
- Experience working with diverse communities
- Experience working with grassroots advocacy programs
- Exceptional skills and experience working with technology including, but not limited to, web based resources, software, and hardware essential for community presentations and training.
- Advanced experience and capacity to organize and lead both team and individual activities

QUALIFICATIONS

- Advanced degree in a related field
- A minimum of ten (10) years' professional experience with at least five consecutive years in an executive position, preferably with a nonprofit agency
- Experience overseeing a budget of at least \$450,000
- Experience and/or knowledge of child welfare or closely related field
- Experience and demonstrated success with fund development
- Skills and experience providing leadership with complex projects
- Demonstrated experience working with legislative stakeholders to advocate for policy
- Proven skill and experience with public speaking and media

ADDITIONAL INFORMATION

- Demonstrate a commitment to a high level of professionalism, proficiency, and competence on behalf of the agency
- Possess reliable transportation and meet insurance requirements for travel
- Submit to a criminal background screening process
- Work unusual hours including overnight travel and occasional evening and weekends



LouisianaChildren.org

Director of Program Operations, CACLA

Status: Full Time, Exempt

Reports to: President/CEO

SUMMARY

The Director of Program Services for CAC Louisiana (CACLA) will provide overall leadership for advancing and strengthening the CAC network in Louisiana. The position works closely with the President/CEO, CAC Program Advisory Council, staff, and partners to identify, execute and promote strategies, initiatives, and evidence-based practices in support of the CAC mission and role. Activities are in support of local CAC compliance with all applicable standards and laws.

RESPONSIBILITIES & DUTIES

50% Awareness & Outreach – Promote the CAC Model

- Lead and coordinate efforts to share information and collaborate with key stakeholders, policymakers, and partners on the mission and role of CAC's.
- Coordinate awareness and outreach strategies to educate the larger community on the mission and role of CAC's.
- Research best practices and policies for CAC's and then develop tools and reports which share findings to improve outcomes for children, including proposals for partnerships and/or funding
- Research and provide information to local centers on community development best practices
- Assist with other activities supporting awareness and outreach as needed including resource development

20% Provide and/or coordinate Training & Technical Assistance

- Provide ongoing Training and Technical Assistance based on all applicable laws and standards.
- Assessment, training, and technical assistance as requested by local Centers
- Coordination and Development of training events
- Provide support and technical assistance with local Centers on national and state standards, in coordination with regional and national partners

10% Coordinate Networking and information sharing among CAC's

- Facilitate the CAC Program Advisory Council
- Delivery of best practices and strategies to local Centers
- Onsite and online technical assistance and support

10% Solicit program input to determine priorities and needs

- Develop and maintain process for local Center input to continuously evaluate priorities and needs relative to technical assistance and support

10% Association Support

- Perform other duties as requested by the President/CEO

ESSENTIAL SKILLS, KNOWLEDGE, AND EXPERIENCES

- Ability to work independently at an advanced skill level and intellectual capacity for researching, analyzing, and providing recommendations on complex topics
- Exceptional writing skills, including the ability to compose and submit advanced, professionally prepared and presented reports with analysis
- While efforts are predominantly independent; must have demonstrated success working and communicating effectively with team members in a collaborative environment
- Proven ability to establish and maintain productive and healthy relationships and partnerships with staff, partners, and stakeholders
- Evidence of ability to organize work processes and prioritize and manage multiple responsibilities, including independently communicating deadlines and follow through completed by corresponding deadlines.
- Experience working with diverse communities
- Experience working with grassroots advocacy programs
- Exceptional skills and experience working with technology including, but not limited to, web based resources, software, and hardware essential for community presentations and training.
- Advanced experience and capacity to organize and lead both team and individual activities

QUALIFICATIONS

- Graduate level degree preferred; B.A./B.S. accepted with significant professional experience
- A minimum of five (5) years' experience either with a CAC or within the Multi-disciplinary team model; direct CAC supervision or service provider experience strongly desired.
- A minimum of three (3) years' experience in training, facilitation, and/or consulting
- Excellent written and oral communication skills; strong people person; demonstrated success working with multiple partners and stakeholders on collaborative projects and/or goals

ADDITIONAL INFORMATION

- Demonstrate a commitment to a high level of professionalism, proficiency, and competence on behalf of the agency
- Work independently with minimal, daily supervision
- Possess reliable transportation
- Submit to an extensive criminal background screening process
- Compliance with all agency policies, procedures, and expectations as established by the Board of Directors and under the guidance of the President/CEO
- Work unusual hours including overnight travel and occasional evening and weekends



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Program Manager

Status: Full Time

Reports To: Executive Director

Salary range: \$35,000-\$45,000

SUMMARY

Reporting to the Executive Director, the Program Manager will guide planning and manage projects and events. Efforts will focus on assisting with developing and facilitating activities, which support program development. With guidance and support from team members, the Program Manager will serve as a key facilitator for all activities.

RESPONSIBILITIES & DUTIES

35% Program Development

- Assist Directors to coordinate program council activities, program communication and information sharing, and training and technical assistance activities
- Assist Directors to provide direct consultation on local program issues by facilitating resource sharing with regard to national and state standards
- Participate in projects related to program guidance such as development of written and electronic resources including e-newsletters, surveys, assessments, and other resources
- Assist with collection of data and information from local programs as needed
- Assist with other activities supporting program development as requested

35% Awareness and Outreach

- Assist Directors to coordinate awareness and outreach activities to educate the larger community on the mission and role as well as the need for volunteers. Activities will range from attending events and meetings to utilizing technology
- Assist Directors with efforts to share information and collaborate with key stakeholders and partners on the mission and role as well as the need for volunteers
- Assist Directors in the research of best practices and policies and with the development of reports which share findings to improve outcomes for children
- Assist Directors in efforts to research and provide information to local programs on community development best practices
- Provide leadership for all social media strategies including daily management as well as planning efforts for continuous improvement and efficiency
- Manage web-based tools and provide support for web-learning, online strategies for awareness, resource development in support of member programs as well as Association mission
- Provide leadership for all website strategies including daily management as well as planning efforts for continuous improvement and efficiency
- Assist with other activities supporting awareness and outreach as requested

20% Association Support

- Board Development
 - Assist with coordination of and preparation for board activities
 - Assist with communication and information sharing with board members as necessary
- Program Evaluation
 - Manage and analyze performance and evaluation data
 - Develop resources using evidence-based practices to support program development
- Fiscal Management
 - Manage financial operations of organization under direction of Executive Director
 - Coordinate staff as needed to respond to requests for information and documents

10% Additional Support

- Perform other duties as assigned by the Executive Director
- Manage resources to support efficient operations of the office
- Coordinate IT support for staff



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Program Manager

Status: Full Time

Reports To: Executive Director

Salary range: \$35,000-\$45,000

ESSENTIAL SKILLS, KNOWLEDGE, AND EXPERIENCES

- Ability to work independently at an advanced skill level and intellectual capacity for researching, analyzing, and providing recommendations on complex topics
- Exceptional writing skills, including the ability to compose and submit advanced, professionally prepared and presented reports with analysis
- While efforts are predominantly independent; must have demonstrated success working and communicating effectively with team members in a collaborative environment
- Proven ability to establish and maintain productive and healthy relationships and partnerships with staff, partners, and stakeholders
- Evidence of ability to organize work processes and prioritize and manage multiple responsibilities, including independently communicating deadlines and follow through completed by corresponding deadlines
- Experience working with diverse communities
- Experience working with grassroots advocacy programs
- Exceptional skills and experience working with technology including, but not limited to, web based resources, software, and hardware essential for community presentations and training
- Advanced experience and capacity to organize and lead both team and individual activities

QUALIFICATIONS

- Minimum B.A./B.S. degree
- At least two (2) years of related program experience, preferably in a child welfare program
- Competency and working knowledge of desktop publishing, software, and web programs

ADDITIONAL INFORMATION

- Demonstrate a commitment to a high level of professionalism, proficiency, and competence on behalf of the agency
- Work independently with minimal, daily supervision
- Possess reliable transportation
- Submit to an extensive criminal background screening process
- Work unusual hours including overnight travel and occasional evening and weekends