

WV Child Advocacy Network Position Description

Position Title: Executive Director

Position Held by: Emily Chittenden-Laird

Supervised by: Board of Directors

Required Qualifications: Bachelor's Degree. Experience with non-profit organizational development, experience working collaboratively with other groups and agencies, experienced with fundraising and bondable.

General Description

Under the authority of the Board of Directors, provides oversight and direction to the planning, development, and management of the daily operation of the state association which supports the needs of children's advocacy centers throughout the state of West Virginia. Works in partnership with the board of directors, organization staff, center directors, and other key constituents to mobilize and strengthen the grassroots movement to create awareness of child abuse and generate support for WVCAN and the centers.

Duties and Responsibilities

Daily Operational Oversight: Ensures the efficient operation of the organization to include financial performance, budget preparation, staffing, strategic planning and marketing, program development, policy formulation, and compliance with all pertinent government regulations or standards.

Personnel: Responsible for all human resource functions, including staff selection, supervision, evaluation, and compliance with personnel policies and procedures.

Key Relationships: Maintains a strong working relationship with the board of directors, center directors and local center Boards, government officials, grantors, foundations, and contractors. Is accountable to these key constituents and routinely provides verbal or written updates as required. Prepares all board related materials, plans and attends all board meetings, and provides direct oversight and management of all board committees. Liaison to National Children's Alliance, Southern Regional Children's Advocacy Center and other Regional Children's Advocacy Centers, other state chapters of NCA, and other regional and national groups related to child advocacy center movement and child abuse issues.

Fiscal Responsibility: Ensures the ethical disbursement of funds and other subcontracts in compliance with appropriate state and federal laws. Assures the financial viability of the state association through fiduciary oversight of the annual budget, compliance with standard accounting practices, and coordinates annual third party audits of financial records.

Membership Services: Ensures the unique and collective evolving needs of local children's advocacy centers holding membership with WVCAN are routinely assessed and effectively addressed through the provision of relevant training and technical

assistance offerings, internal and external collaborations, and ongoing two-way communication. Additionally, assures unserved counties in West Virginia are apprised of the benefits of children's advocacy centers and supported in their efforts to establish children's advocacy centers to meet the needs of their communities

Fund Raising: Identifies and cultivates individual, foundation, corporate and governmental relationships for the purpose of generating funds to the organization.

Public Policy: Cultivates and maintains strong working relationships with key legislators, legislative staff, 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 other state and national organizations on behalf of children.

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 organization. Oversees the creation of marketing materials including but not limited to the annual report, newsletters, website and other forms of communication. As appropriate, serves as a spokesperson for the state association.

SALARY RANGE AND BENEFITS:

37,500 – 56,000 range;

Salaried + benefits

40 hours per week

Travel is expected and evening and weekend work are possible.

“This Corporation will deliver services and engage in practices that are non-discriminatory in nature. Services, employment opportunities, volunteer opportunities, and all other activities executed by this Corporation in order to fulfill [its] purposes[...]will be offered and executed regardless of race, creed, color, age, sex, sexual orientation, handicap, ethnic origin or ability to pay.”