**CHILD ADVOCACY CENTERS OF KANSAS EXECUTIVE DIRECTOR**

 Job Description

**Requisite Experience ­­­­­**

* Bachelor's degree required, Master's preferred
* Child advocacy center experience preferred
* Minimum of five years management experience
* Be able to office within one hour of Topeka, Kansas
* Travel required

**Qualities/Characteristics**

* Proven strong written and verbal communication skills
* Data management skills
* Experience conducting a needs assessment
* Experience fundraising for a wide variety of issues
* Experience creating and delivering high quality training
* Strong prioritization skills
* Understanding of federal and state legislative process
* Relationship builder
* Experience writing and managing state grants
* Independent self motivator
* Visionary thinker

**Key Responsibilities**

**Legislative Advocacy**

* Serve as strategic advisor and manager of contract lobbyist
* Serve as the public face of KS CACs at the state and national level
* Provide guidance to membership on local and state advocacy

**Fund Development**

* Represent agency to statewide funders and stakeholders
* Serve as primary grant writer including development, implementation and evaluation
* Identify opportunities for expanded fundraising for membership

**Communications**

* Convening and connecting with membership in a timely manner
* Serve as primary representative of the organization to the public
* Maintain and facilitate diverse marketing platforms, including website and communication materials

**Training and Technical Assistance**

* Provide leadership on statewide training initiatives and strategies in concert with contract providers