

**Ohio Network of Children's Advocacy Centers**

**Job Description**

**Job Title:** State Chapter Director

**Reports To:** Ohio Network of Children's Advocacy Centers’ Board President

**FLSA Status:** Exempt

**Summary:** Responsible for directing and implementing the overall mission and policies of the Ohio Network of Children's Advocacy Centers, a non-profit organization and accredited state chapter of the National Children's Alliance, that provides training, support and technical assistance to existing and emerging child advocacy centers and multidisciplinary teams throughout Ohio. Responsible for the daily operations of the organization, develops and maintains a strong funding base, increases public and private awareness of the organization, develops and maintains relationships with partner agencies, and represents the organizations on local, state, and national levels by performing the following duties.

**Duties and Responsibilities** include the following. Other duties may be assigned.

1. Manages daily activities of the organization.\*
2. Prepares Ohio Network of Children's Advocacy Centers’ National Children's Alliance chapter accreditation application.\*
3. Supports and provides assistance to Ohio communities wanting to develop a child advocacy center.\*
4. Ensures Ohio Network of Children's Advocacy Centers’ fiscal health including researching, obtaining, and maintaining a stable and diversified funding base.\*
5. Writes grant applications and funding reports, monitors services, and expenditures related to acquired Ohio Network of Children's Advocacy Centers’ federal, state, and local private and public funding.\*
6. Develops and maintains the budget in conjunction with the Board Treasurer Ohio Network of Children's Advocacy Centers.\*
7. Participates in Ohio Network of Children's Advocacy Centers’ board development and growth in all board meetings.\*
8. Implements and achieves Ohio Network of Children's Advocacy Centers’ strategic plan goals in conjunction with the Ohio Network of Children's Advocacy Centers board of directors.\*
9. Provides technical assistance/refers a director mentor to those applying for associate or accredited National Children's Alliance membership status.\*
10. Responds to member requests/communications in a timely manner.\*
11. Notifies, plans, and executes Ohio Network of Children's Advocacy Centers’ directors meetings and prepares necessary materials.\*
12. Facilitates communication among Ohio Network of Children's Advocacy Centers’ members to share and gather information relevant to members.\*
13. Identifies and works with the board to provide appropriate and relevant training and/or guest speakers for educations of members.\*
14. Responsible for invoices and maintaining records regarding chapter dues paid by members.\*
15. Maintains contact and membership status of Ohio Network of Children's Advocacy Centers’ member centers.\*
16. Facilitates special projects undertaken by Ohio Network of Children's Advocacy Centers.\*
17. Attends and represents Ohio Network of Children's Advocacy Centers at national, regional, and statewide meetings.\*
18. Builds and maintains relationships with key national, state, and local stakeholders.\*
19. Manages Ohio Network of Children's Advocacy Centers’ communications and marketing activities, including Ohio Network of Children's Advocacy Centers’ website.\*
20. Participates in legislative efforts impacting children's advocacy centers.\*
21. Acts as a media contact person for Ohio Network of Children's Advocacy Centers.\*
22. Performs other duties as assigned.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Language Ability:**

Ability to read, analyze, and interpret journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

**Math Ability:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Reasoning Ability:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Computer Skills:**

To perform this job successfully, an individual should have knowledge of Microsoft Office Suite, QuickBooks, Grant Management, internet software, and social media websites.

**Education/Experience:**

Bachelor's degree from four-year College or University

**Knowledge, Skills, and Other Abilities:**

* Knowledge and experience writing private, state, and federal grants
* Knowledge of fiscal management and oversight of a non-profit agency
* Familiarity with funding sources, business, and philanthropic communities
* Ability to negotiate partnerships and maintain favorable working relationships among diverse institutions and individuals
* Strong written and oral communication skills
* Strong computer skills
* Excellent time management skills

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands, and talk or hear. The employee is occasionally required to stand, walk, reach with hands and arms, climb or balance, and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 20 pounds.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.