

## **Executive Director Opening For Western Regional CAC and Safe Passage In Colorado Springs**

Safe Passage, in beautiful Colorado Springs, is seeking a new Executive Director for the children's advocacy center and the Western Regional CAC. This is a hybrid position, encompassing the responsibility of running a local children's advocacy center that provides services to 900 children each year along with the Western Regional Children's Advocacy Center. For this reason, the successful applicant will have professional experience managing or leading, as well as an eye on national training and development.

According to U.S. News and World Report's *Best Places to Live*, Colorado Springs is ranked in the top five based on affordability, job prospects, and quality of life.

Qualified applicants will have a minimum of a Bachelor's degree in a relevant field from an accredited college or university. A Master's degree is preferred. No less than three years' experience in a human services or related field management position is required.

This is an opportunity for a qualified professional to use the following skills and attributes:

### **ADMINISTRATIVE RESPONSIBILITIES:**

1. Manage all activities associated with the CAC and development of its programs, including the Western Regional Children's Advocacy Center.
2. Manage all contract professionals.
3. Maintain and adhere to NCA accreditation standards.
4. Implement all policies and procedures as established by the Board of Directors.
5. Maintain all property rented and owned by the CAC.
6. Supervise all staff to include developing and implementing personnel policies.
7. Maintain all documents and records necessary to fulfill the legal regulatory requirements associated with the CAC including coordination of all insurance related activities.
8. Provide technical assistance and direction to the Board and all committees regarding development of policy material and related documents.
9. Develop and oversee implementation of a Strategic Action Plan, including the Fund Development Plan.

### **PROGRAM RESPONSIBILITIES:**

1. Supervise the Director of Forensic Services, the Administrative Assistant/Volunteer Coordinator, the off-site Western Regional CAC Project Director.
2. Facilitate case staffings with the multidisciplinary team to ensure coordination of needed and appropriate services for each child victim.

### **FISCAL MANAGEMENT RESPONSIBILITIES:**

1. Develop and manage the annual Safe Passage and Western Regional CAC operating budgets, in conjunction with the finance committee and approval by the Board of Directors.



2. Monitor and ensure financial well-being of the agency.
3. Prepare and monitor all grant proposals and financial reporting.
4. Oversee all fund raising efforts for the agency.
5. Act as liaison between Safe Passage and the accountants for all tax reporting activities.
6. Support management by analyzing operating performance, identifying improvement opportunities, and determining actions to be taken to meet performance targets.

**COMMUNITY RELATIONS RESPONSIBILITIES:**

1. Represent the CAC's purpose, goals, and program through public presentations and information, educational programs, community networking, and media communications.
2. Serve as the Safe Passage liaison throughout the community.
3. Actively participate on behalf of Safe Passage in local coalitions that address child abuse issues and child abuse prevention issues.
4. Maintain active participation in the Colorado Children's Alliance and the National Children's Alliance.
5. Promote relationships with financial contributors.

Interested applicants should send a cover letter and professional resume by email to [SafePassagesearchcommittee@gmail.com](mailto:SafePassagesearchcommittee@gmail.com). Application deadline is 5pm (Mountain time) on May 31, 2016.