



POSITION TITLE: Executive Director

SUPERVISOR: Board of Directors, Child Advocacy Centers of Oklahoma (CACO)

JOB SUMMARY: The Executive Director provides direction and oversight to the planning, development and management of the CACO, which supports the needs of Children's Advocacy Centers and multidisciplinary teams throughout Oklahoma. The Executive Director will organize state chapter activities, seek ongoing funding and support, promote the concept of Children's Advocacy Centers and develop public awareness at a state and national level. The Executive Director will identify gaps in services and assist existing centers by coordinating mentoring and technical assistance efforts.

DUTIES AND RESPONSIBILITIES:

- Design and implement a statewide marketing and public relations campaign to increase the visibility of CAC's in the state.
- Work with the Board of Directors in the creation of newsletters, annual report, campaign print materials, special event and recognition materials, and fundraising materials.
- Design and implement fundraising activities to benefit the state chapter and CAC's in the state.
- Work to expand funding resources to CAC's including individual, foundation, corporate and governmental support. Write grant proposals, and file and maintain appropriate reports and records. Share grant opportunities with membership.
- Create events, tours and opportunities for legislators, funders, donors and citizens to understand CAC's in Oklahoma
- Develop, coordinate and oversee all public policy activities, including promotion of CACs and state chapter to legislators and other public policy agencies, tracking and informing chapter members of legislation concerning child advocacy issues, and attending appropriate legislative and public policy meetings and events.
- Coordinate strategic plan development and implementation for CACO.

- Ensures smooth operation of the state chapter including financial performance, budget preparation, program development and promotion, policy formulation and compliance with all pertinent government regulations and standards.
- Build relationships and develop thorough understanding of the mission and purpose of all CACs in the state, from accredited centers to developing CACs and MDTs. Serve as central clearing house for information about programs in Oklahoma.
- Design overall program strategies to meet the training and technical assistance needs of CACs in Oklahoma based on input membership direction of the Board of Directors.
- Help create strong sense of unity and cohesiveness among all CACs and MDTs in Oklahoma.
- Organize, schedule and attend all chapter meetings/calls. Create agenda for chapter meetings and take and distribute minutes of each meeting.
- Act as chapter liaison at local, state, regional and national meetings, as appropriate.
- Generate regular reports for CACO Board of Directors on financial and program performance.
- Other responsibilities as designated by the Board of Directors of the CACO

REQUIREMENTS:

- Bachelor's Degree in Human Services, Business Administration or Marketing preferred.
- Comprehensive knowledge of Children's Advocacy Centers and multidisciplinary teams preferred.
- Experience in providing training and technical assistance in teaming, strategic planning, and organizational development.
- Experience in fundraising, with proven success in grant writing.
- Experience in federal grant management is preferred.
- Knowledge of local, state and federal legislative process.
- Experience in overseeing a regional, state or membership association is desired.
- Work may extend to overnights, weekends and hours beyond the normal 40-hour workweek.
- Ability to locate and work either within Oklahoma City or other specified metropolitan area office.
- Must have valid driver's license, satisfactory background checks and willingness to travel.
- Preference for individual with 5-7 years' experience in a leadership role with verifiable success

PROFESSIONAL SKILLS:

The Executive Director should demonstrate ethical decision-making, honesty, and integrity, while demonstrating self-awareness and self-management. Candidate should be able to think strategically while reframing concepts and seeking new perspectives. Candidate should be engaging and collaborative, visionary, innovative, while demonstrating effective time management. Professional appearance and demeanor are a required along with excellent oral and public speaking skills. Candidate should have experience in the planning and execution of successful fundraising campaigns which net significant net income. Candidate should have experience in the planning and execution of successful marketing campaigns. Candidate should have skill in networking with public, private and non-profit organizations. Candidate must possess excellent oral, written and listening communication skills, strong organizational skills, the ability to prioritize needs, and balance a multitude of responsibilities. Candidate should have leadership

experience in the strategic planning, budgeting and marketing processes. Candidate should possess strong computer skills and exhibit cross cultural competency and sensitivity. Candidate should possess a working knowledge of state and federal jurisdictions' including familiarity with the Legislator and Senate of Oklahoma.

Signatures:

Executive Director

Chair of the Board of Directors