

JUDI'S PLACE FOR KIDS

JOB DESCRIPTION

Position Title: Executive Director

Reports to: Board of Directors

Supervises: All Staff and Volunteers

Job Summary: The Executive Director is a professional position charged with the responsibility of implementing the overall mission and policies of Judi's Place for Kids through financial management, community relations, board relations, and personnel and program management.

Essential Functions

Financial Management:

- Assist Finance Director with developing funding sources through research of potential funding opportunities, writing funding proposals, administering funding, and comply with all funding requirements.
- Assist with preparation of agency budgets related to physical, financial, and staffing resource; and be accountable for control of these resources once approved, following internal control policies and procedures.
- Supervise the financial operations of the agency.
- Prepare and/or review necessary fiscal progress reports.
- Plan and carry out fund raising activities with the Board of Director.

Personnel:

- Hire, terminate, supervise, and direct personnel in the performance of their duties.
- Ensure that probationary and annual performance evaluations are conducted for each employee by the employee's immediate supervisor.

Program Development and Administration:

- Actively participate in the growth and development of the multidisciplinary teams on child sexual abuse in the region.
- Actively participate in policy development and implementation for all agency programs.
- Stay current with local, state, and national issues of important to the development of effective programs and services.
- Carry out activities consistent with the strategic plan.
- Monitor all statistical reports of agency programs and develop program goals.
- Provides overflow coverage to client services, as qualified, in the absence of staff, on an occasional basis.
- Coordinate the design and delivery of agency services, ensuring that relevant policies are developed and implemented.

Community Relations:

- Disseminate information to the community and agencies regarding the mission and activities of the agency through public relations programs, personal contact and written materials.
- Develop and maintain effective multidisciplinary team relationships, particularly with agency heads.
- Develop and maintain effective relationships with other professional and social service groups in the community.
- Serve as a professional representative of the agency to the community and related agencies.

Board Relations:

- Maintain a productive working relationship with the Board of Directors.
- Serve as staff to all committees of the Board of Directors.
- Report to the Board on a routine basis as to the agency's activities and finances.
- Recommend policies and policy revisions to the Board of Directors.
- Complete other duties as assigned by the Board of Directors.

Working Conditions/

Environment:

Works in a clean, well-lit, temperature controlled environment.

Tools/Equipment Used:

Operate a photocopier, telephone, and fax machine on a routine basis. Operate a security system daily, and electronic recording equipment infrequently. Routine use of computers including email and cloud based applications.

Requirements/ Qualifications:

1. Must possess a master's degree from an accredited college or university and three (3) years of experience in a Human services, management, or criminal justice field.
2. Must affirm a commitment to the welfare and protection of children.
3. Must complete application/ screening process.
4. Must sign authorization release forms for required criminal and other background checks.
5. Per 920 KAR 2:040, an employee of a children's advocacy center shall be at least twenty-one (21) years of age.
6. Per 920 KAR 2:040 an applicant for employment shall submit to a criminal records check in accordance with KRS 17.165 and a central registry check in accordance with 922 KAR 1:470 during the application process and every two (2) years thereafter while employed by the center.
7. Must read and sign personnel policies.

8. Must have good interpersonal skills, ability to deal with persons in crisis, and the ability to work under stress.
9. Must be committed to work against discrimination due to race color, creed, sex, age, or victim status in the field of child victim services. Demonstrate sensitivity to the diverse socioeconomic and cultural background of clients and the community.
10. Ability to work in a fast-paced environment.
11. Must demonstrate excellent written and oral communication abilities.
12. Ability to develop and manage budgets and write grants.
13. Ability to maintain effective and harmonious working relationships with the public and other employees.
14. Ability to maintain confidentiality.
15. Ability to travel out of town for relevant trainings, meetings, and conferences.
16. Ability to work without direct supervision.
17. A working knowledge of the social services, law enforcement, mental health, and victim services fields is preferred.
18. Ability to create and maintain policies and procedures and interpret standards.
19. Experience with print and broadcast media is preferred.
20. Ability to fund raise.