



WAYNE COUNTY CHILDREN'S ADVOCACY CENTER, INC.

1734 Gasche Street, Wooster, Ohio 44691 www.waynecac.org

March 30, 2020

JOB ANNOUNCEMENT

Executive Director

Full Time

Wayne County Children's Advocacy Center, Inc. (WCCAC) is an independent nonprofit organization looking to fill the full-time job opportunity of Executive Director. The WCCAC is a child-oriented facility, which serves as a centralized location for interviewing and examining children who are victims of sexual abuse and serious physical abuse. The children are interviewed by specially trained forensic interviewers in a child-friendly environment and the medical exams are performed by specially trained medical personnel. The cases are managed by a multidisciplinary task force comprised of those interviewers, county prosecutors, law enforcement officers, mental health workers, victim advocates, medical professionals and clinical staff. Members of the task force team help the child and family cope with the abuse and begin the recovery process.

The Executive Director reports to the WCCAC Board of Directors. This is an administrative position with responsibility for supervising ongoing operations of the organization, maintaining a strong funding base, representing the organization in the community, assuring effective working relationships among the disciplines, departments, and agencies essential to the CAC's success.

DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

1. Execute Organization's strategic plan and continuously update in conjunction with Board, staff, and partners and in adherence with National Children's Alliance standards of accreditation.
2. Work collaboratively with Board of Directors and Committees.
3. Coordinate efforts with onsite staff, independent contractors, and partners to ensure high quality, timely, and efficient services that minimize duplication and promote positive outcomes.
4. Diversify and strengthen Organization's funding base to ensure sustainability, including cultivation of individual donors, grants, foundations, and public funds.
5. Elevate Organization's visibility locally, statewide, and nationally.
6. Oversee Organization's budget and fiscal operations.
7. Oversee Organization's leased building.

PREFERRED QUALIFICATIONS

1. Bachelor's Degree in Marketing, Business Administration, Social Work or related field, an advanced degree beneficial, but not required;
2. Strategic planning, budget development and financial management experience is essential;
3. Working knowledge, experience, and expertise in child sexual abuse, physical abuse and family violence;
4. Prior experience working with a Board of Directors;
5. Prior not-for-profit management experience;
6. Good organizational and writing skills; and
7. Successful completion of a background check.

To apply for this position, please email a resume, three references, and a one page letter explaining your qualifications and interest in the position, no later than **5:00pm on April 16, 2020** to:

Gil Ning, Board President
Wayne County Children's Advocacy Center, Inc.
gning@sssnet.com