

DENVER CHILDREN'S ADVOCACY CENTER

EXECUTIVE DIRECTOR JOB DESCRIPTION

Denver Children's Advocacy Center's (DCAC) mission is to prevent abuse, strengthen families and restore childhood. We accomplish our mission with integrated, research-based programming, a dedicated professional staff and community partners. Our programs fall along a continuum of care that includes prevention, early childhood intervention, crises response, forensic interviews, mental health treatment, and family support services.

Our goal is to ensure that every child in Denver and neighboring counties who has been traumatized by sexual abuse, or by witnessing homicide or domestic violence receives immediate, compassionate and effective investigation, assessment and, if needed, mental health treatment.

DCAC is committed to providing services, along with a broad network of community partners, to all communities and populations in Denver. We are committed to the ongoing work of providing quality and culturally responsive services to children and families of all backgrounds and identities.

The Executive Director reports to the Board of Directors and is responsible for the organization's consistent achievement of its mission and financial objectives.

Program Development and Administrative Responsibilities

- Develop and implement a long-range strategy that is consistent with DCAC's mission.
- Oversee the current and future development and implementation of program, organizational and financial plans.
- Keep the Board of Directors fully informed on the condition of the organization and all-important factors influencing it.
- Ensure that the DCAC complies with the National Children's Alliance accreditation standards.
- Maintain strong and productive inter-agency relationships with the Denver Police Department, Denver Department of Human Services, Denver Health, the Denver District Attorney's office and our community partners.
- Oversee DCAC's day-to-day operations.
- Ensure compliance with federal, state and local regulation including the proper maintenance of official records and documents.

Financial Management Responsibilities

- Oversee the development and maintenance of sound financial practices
- Work with senior staff, the Finance Committee and the board in preparing a budget; see that the organization operates within budgetary guidelines.
- Oversee fundraising, grant applications and reporting

Development, Communication and Public Relations Responsibilities

- Provide leadership and actively engage in development.
- Provide oversight in developing new donor relationships while maintaining relationships with existing foundations, corporations and other donors.
- Maintain strong and productive relationships with the Colorado Children's Alliance and the National Children's Alliance
- Represent DCAC's mission, goals and programs through public presentations, educational programs, community networking and media communications.

Personnel

- Develop and maintain a climate which attracts, retains, and motivates a diverse staff of top-quality people
- Oversee the recruitment, employment and release of all personnel
- Ensure that job descriptions are developed, regular performance reviews are held and that sound human resource practices are in place.
- Ensure that an effective management team, with appropriate provision for succession, is in place.
- Encourage staff development and continuing education

Qualifications:

- Bachelor's degree required; Advanced degree preferred
- Proven executive management experience preferred
- Ability to effectively lead fundraising efforts, including direct management of large donor relationships
- Excellent inter-personal relationship skills
- Excellent organizational and communication skills
- A positive, team-oriented leadership approach to creating desired results and attaining goals
- A passionate interest in our core mission of helping abused and neglected children and their families.

Compensation:

Salary is based on experience and qualifications with a range of \$130,000 to \$145,000 annually. DCAC offers an excellent compensation package with full benefits which include medical, dental, vision and short-term disability insurance as well as a retirement plan option.

DCAC is an equal opportunity employer and seeks a diverse applicant pool.

Applications will be reviewed on a rolling basis until an applicant is hired. Please send resume and cover letter to [hiring@Denvercac.org](mailto: hiring@Denvercac.org).