



Denver Children's Advocacy Center

EXECUTIVE DIRECTOR JOB DESCRIPTION

The Denver Children's Advocacy Center (DCAC) is dedicated to preventing abuse, strengthening families, and restoring childhood. We achieve our mission through integrated, research-based programming, a dedicated professional staff, and community partnerships. Our programs span a continuum of care, including prevention, early childhood intervention, crisis 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, in collaboration with a broad network of community partners, to all communities and populations in Denver. We are dedicated to the ongoing task of delivering 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 ensuring the organization consistently achieves its mission and financial objectives.

Program Development Responsibilities

- Oversee the current and future development and implementation of program, organizational, and financial plans.
- Oversee and maintain current core programs, while also exploring new programming options and mission-related activities and services for new audiences.
- Ensure that programs are implemented with a high level of excellence.

Administrative Responsibilities

- Develop and implement a long-range strategy consistent with DCAC's mission.
- Keep the Board of Directors fully informed on the organization's condition and all-important factors influencing it.
- Ensure DCAC complies with National Children's Alliance accreditation standards.
- Maintain strong inter-agency relationships with entities such as the Denver Police Department, Denver Department of Human Services, Denver Health, Denver District Attorney's Office, and community partners.
- Oversee DCAC's day-to-day operations and ensure compliance with federal, state, and local regulations, including proper maintenance of official records and documents.

Financial Management Responsibilities

- Oversee the development and maintenance of sound financial practices.
- Collaborate with senior staff, the Finance Committee, and the board in preparing a budget and ensuring the organization operates within budgetary guidelines.
- Lead fundraising efforts, including directly managing major donor relationships, grant applications, and reporting.

Development, Communication, and Public Relations Responsibilities

- Provide leadership and actively engage in development efforts.
- Foster new donor relationships while maintaining existing ones with foundations, corporations, and other donors.
- Maintain strong 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 that 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.

Required Qualifications:

- Bachelor's degree
- Minimum of four (4) years of executive management experience with a proven track record of fundraising and financial management of an organizational budget exceeding \$1M
- Demonstrated understanding of trauma work and experience working with individuals who have experienced trauma. While formal training as a therapist is not required for the Executive Director role, the ability to support staff in managing their caseloads through trauma-informed care practices is essential
- Proven ability to create a supportive work environment, including organizing off-site events for staff and being understanding when they need to step away
- Excellent interpersonal skills, strategic leadership, stakeholder engagement, personnel management, cultural competency, and effective communication, ensuring operational efficiency and cohesive teamwork
- Ability to effectively lead fundraising efforts, including direct management of large donor relationships and direct experience asking for money from donors
- A passionate interest in our core mission of helping abused and neglected children and their families

Preferred Qualifications:

- An advanced degree in a relevant field such as business, human services, public health, or other related field.

- Professional experience working in a therapy-related field or trauma-informed settings
- Bilingual preferred; at a minimum, the ability to understand and make oneself understood by Spanish-speaking individuals
- Experience in managing and achieving capital campaign fundraising goals

Compensation:

Salary is based on experience and qualifications with a range of \$130,000 to \$165,000 annually, with additional flexibility based on prior experience or skills. 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.

This role primarily operates within the office environment, encouraging collaboration and effective communication. However, occasional remote work is permitted in alignment with the company's flexible work policy and individual needs.

DCAC is an equal opportunity employer and encourages applications from people of all races, religions, national origins, genders, sexual orientations, gender identities, gender expressions, and ages, as well as veterans and individuals with disabilities. We are committed to fostering a safe, inclusive workplace for all. Some candidates may see a long list of job requirements and feel discouraged because they don't match every single bullet point – we suggest, please apply anyway. We strongly encourage applicants, especially those from marginalized or underrepresented groups, to apply, even if they don't meet every requirement listed.

Applications are due by April 8th and will be reviewed on a rolling basis. Please send a resume and cover letter to [hiring@Denvercac.org](mailto: hiring@Denvercac.org).