



**PRESIDENT AND CHIEF EXECUTIVE OFFICER (CEO)
CHILD ADVOCACY CENTER OF GREATER ROCHESTER (CACGROC)**

REPORTS TO: Board of Directors
EMPLOYMENT TYPE: Full Time/On Site

SUMMARY:

Bivona Child Advocacy Center was founded in 1997 and was rebranded as The Child Advocacy Center of Greater Rochester CACGROC in 2024. Together with the Multi-Disciplinary Team (MDT), The CACGROC is known and respected as the center of excellence in delivering comprehensive services to children and families impacted by child abuse. The CAC model includes prevention education, holistic medical and mental health treatment, advocacy, investigation and prosecution, and continuous community engagement to promote and sustain a cultural bond for a shared purpose.

MISSION:

We give children a voice by advocating for them with trauma-informed, child-centered services across prevention, intervention, and healing. We create spaces where children can feel supported through adulthood and each step of their journey, while ensuring they do not experience re-traumatization.

OPPORTUNITY:

The President and CEO of CACGROC will lead the organization with a relentless passion to protect and advocate for children and families victimized by abuse and trauma, under the direction and due diligence of the Board of Directors. We are seeking a dynamic and versatile President and Chief Executive Officer (CEO) to lead with integrity, empathy and conviction with a mission centric focus. The ability to foster genuine and inclusive relationships with partner agencies (MDT), staff, and stakeholders is critical. A **“we/us” mentality and receptivity to transitioning and onboarding with the current interim President and CEO is essential for success in this role.**

QUALIFICATIONS AND PROFESSIONAL SKILLS

- Master's or bachelor's degree with applicable equivalency in experience and work-related assignments as a leader.
- Previous experience in human or public service sectors and/or LCSW or mental health background is beneficial
- 10+ years in a professional and substantial leadership role, preferably in a human services organization.
- Ability to serve as principal spokesperson with media outlets and demonstrate ability to connect to the CACGROC mission.
- Must possess excellent verbal, written and interpersonal communication skills, and the mindfulness to be inclusive, thoughtful, empathetic, and positive regardless of the scenario.
- Must be mission-driven with an internal passion to help children and families.
- Leads with unquestionable integrity and respect for all.
- Prioritizes team goals over individual accomplishments.

- Ability to work effectively with diverse populations and thought processes to gain consensus and understanding.
- Willingness to travel nationally as needed to participate in government forums, development, and networking opportunities to promote and advocate CACGROC's mission.
- Demonstrated experience in successful leadership of an enterprise measured by achieving programmatic and financial goals.

KEY RELATIONSHIPS

- Ensures opportunity at a regular cadence and encourages and values the multi-disciplinary team's (MDT's) input to provide recommendations, address concerns and maintain a cohesive alignment towards the mission of the CACGROC.
- Values staff and partner input and is focused on aligning strategic initiatives while promoting complete transparency and understanding.
- Demonstrated execution of interpersonal skills capable of diffusing and diplomatically maneuvering through diverse opinions and interests while building consensus.
- Positively promotes, encourages, and elevates staff to focus on individual strengths and accountability.
- Allows opportunity and comfort in ensuring confidentiality and fosters approachability for all.
- Is attentive to discordance, potential risk, and proactively conducts difficult conversations with staff, board members, MDT, and community partners to mitigate disruption and/or adverse impact to the CACGROC's reputation and services.
- Maintains strong relationships with the Board of Directors, staff, government officials, MDT, foundations, and pauses to recognize donors and volunteers.
- Fosters new connections as appropriate to promote the CACGROC's mission.

EXECUTIVE LEADERSHIP

- Establishes goals, objectives, and operational plans in collaboration with the Board of Directors and shares knowledge with MDT and stakeholders.
- Prepares all board-related materials, plans and attends meetings and provides direct oversight and advice and solicits Board approval as needed to deliver the mission.
- Assesses programmatic effectiveness, identifies opportunities to adjust direction, and reports metrics to stakeholders.
- Maintains a pulse on legislation and policy changes affecting child welfare and represents the organization in advocacy efforts.
- Recognizes and acknowledges contributions.
- Creates a culture of fundraising by storytelling and sharing case history outcomes.
- Attends all CACGROC fundraising, cultivation and community events or provides representation.
- Stewards the financial viability of the organization through fiduciary oversight of the annual budget, compliance with standard accounting practices, the CACGROC's investment policy, and coordination of third-party audits of financial records.

OPERATIONAL FUNCTIONS (BEACON PLACE/1 MT HOPE):

- Provides an annual organizational work plan outlining goals and benchmarks for each organization's initiatives and areas of practice, resource development, marketing and communications, member relations and operational opportunities.

- Audits the MDT Charter to promote a cohesive and collaborative spirit among all and ensures adherence.
- Monitors and assesses completed achievements, identifies potential gaps and adjusts strategic plan pending Board approval.
- Oversees day-to-day operations of the organization, ensuring programs and services are effectively delivered and comply with state, federal regulations and best practices.
- Fosters a culture of collaboration and high performance among staff, focusing on recruitment, professional development, and retention.
- Oversees IT and systems requirements to promote operational efficiencies while monitoring potential Cybersecurity risks and securing and protecting confidentiality.

FISCAL RESPONSIBILITY:

- Possesses the fiscal acumen and stamina necessary to manage a \$6 million non-profit organization and demonstrate the capacity to creatively operate with finite resources and lead the organization to identify new sources of revenue and support.
- Provides regular updates to the Board with transparency and comprehensive and clear financial reporting, facilitating informed decision making.
- Together with the Board, the CEO is focused and relentless to address and ensure financial prudence and stability of CACGROC by negotiating and signing contracts, procuring, monitoring and reporting grant revenue, overseeing budget income and expenditures.
- Ensures ethical management and disbursement of funds as outlined in contractual terms and governing laws.
- Exercises financial prudence.
- Collaborates and consults with the Finance Committee and Department Head to provide clarity in financial reporting.

OTHER

- A review of this position has excluded the marginal functions of the position that are incidental to the performance of job responsibilities. The requirements listed in this document are not necessarily an exhaustive list of all levels of knowledge, skills, efforts or working conditions associated with the job.

PHYSICAL REQUIREMENTS:

- Prolonged periods of sitting or standing at a desk and working on a computer

APPLICATION PROCESS

- We have retained an executive search firm, Insero Talent Solutions, to oversee this critical hiring process for CACGROC. For consideration, please e-mail your resume and cover letter to Pam Mertz, President of Insero Talent Solutions, at Pam.Mertz@inserotalent.com
- No phone inquiries to CACGROC please in order to maintain uninterrupted operations.
- CACGROC offers a full benefits and comprehensive compensation package with an annual salary range of \$160,000 – \$180,000 commensurate with knowledge, skills, abilities and experience. Bonus opportunities are also available.
- Following receipt of a conditional offer of employment, the candidate will be required to complete additional job-related screening processes, as permitted or required by applicable law.

CACGROC provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.