



Position: *Executive Director*

Reports to: *Chairperson, NYSCA Board of Directors*

Description:

The Executive Director will provide direction and oversight to the planning, development and management of the work of the New York State Children's Alliance, Inc., including its staff and its programs. The Executive Director will promote the development, growth, and continuation of Multidisciplinary Teams (MDTs) and Child Advocacy Centers (CACs) throughout New York State to better serve abused and neglected children and their families. The Executive Director will ensure that NYSCA provides technical assistance, mentoring and support to existing CACs/MDTs and provides outreach to communities interested in developing a new CAC/MDT.

Key Responsibilities:

- Serve as an ambassador for the mission and goals of NYSCA within the membership and with government leaders and NYSCA partners. Represent the organization at state, regional and national meetings and events.
- In collaboration with the NYSCA Board of Directors continue implementing and updating the working strategic plan for NYSCA designed to enhance programming, resources, and build organizational capacity.
- Ensure the smooth operation of NYSCA including financial performance, budget preparation, staffing, marketing, program development, policy formulation, reporting requirements and compliance with all pertinent government regulations and standards.
- Build relationships with and develop a thorough understanding of the status of all NYS CACs/MDTs. Provide networking opportunities for member programs.
- Design strategies to meet the technical assistance and training needs of the NYSCA membership.
- Develop and secure approval of a fiscal year budget.
- Identify and develop additional sources of revenue to build a sustainable financial base for NYSCA. Establish and maintain donor records.
- Write grant proposals, file and maintain reports and records.
- Design and implement a statewide public relations campaign including outreach and education to other state organizations and partnering agencies, regarding the mission and value of CACs. Cultivate collaborative relationships with other entities.
- Provide oversight in the development of training materials, informational packets and other educational materials.
- Generate regular reports for the NYSCA Board of Directors on financial and program performance. Provide information for and participate in monthly NYSCA Board meetings and Committee calls.
- Other responsibilities as designated by the NYSCA Board of Directors

### Qualifications:

- Accredited 4-year college degree required. Master's degree preferred.
- Minimum five years' experience in a senior management role with a not-for-profit organization and experience in system response to child abuse.
- Comprehensive knowledge of CAC/MDT model preferred.
- Proven record of effective fiscal management, including budget development and ongoing oversight of fiscal health of an organization.
- Experience in the provision of training and technical assistance for professional teams, in strategic planning and in organizational development and sustainability.
- Success in grant writing and fundraising, including event planning.
- Clear understanding of the role of an Executive Director - of the leadership, organizational and administrative duties commensurate with such a position.
- Excellent communication skills, both written and verbal.
- Excellent interpersonal skills; demonstrated ability to work collaboratively with different constituencies.
- Strong organizational skills: ability to manage multiple tasks simultaneously; proven record of supervising and delegating to staff in a positive, inclusive and collaborative way; ability to promote individual and professional growth within staff.
- Strong leadership skills: cultivate relationships and effectively interact with key stakeholders and partner entities on a state, regional and national level; advocate on behalf of membership.
- Commitment to maintaining the highest standards of integrity, professional ethics, accountability and performance.
- Flexibility as organization grows and changes.

### Salary:

This is a full-time position. Salary range: \$85,000 to \$100,000, commensurate with the chosen candidate's training and experience. A benefit package is offered.

### Residency Expectation:

This is a home-based position. Some travel is required. Candidate must reside in New York State.

NYSCA, Inc. is an equal opportunity employer.