



Title: Executive Director

Reports to: Board of Directors

Status: Full-time (37.5 hours/week); in-person

Site Location: Canandaigua, NY

Background:

The Child Advocacy Center of the Finger Lakes (CACFL) is funded by the NYS Office of Children and Family Services, NYS Office of Victim Services and other private funding sources to provide a multidisciplinary team approach in responding to reports of sexual and physical child abuse in Ontario, Seneca, and Yates Counties.

Position Overview:

The Executive Director's role has strategic, operational and transformational leadership components. The Executive Director reports to the Board of Directors and is accountable to the Board for the performance of the organization, the core components of which include effective team management, vision and strategic direction, ensuring high quality program delivery, fund development and sound fiscal management.

Responsibilities:

- Responsible for the overall program, personnel, and fiscal management of the Child Advocacy Center
- Prepare reports and maintain statistical data necessary to ensure funding compliance
- Maintain both NYS and National accreditation for the CACFL
- Oversee grant writing & grant compliance of local, state, and federal grants
- Build alliances and provide leadership to multidisciplinary team member agencies
- Provide leadership and oversight to staff and volunteers
- Report to Board of Directors with fiscal and programmatic accountability
- Works with the Board and staff to create an effective process for long-range planning
- Work closely with colleagues at local, state, and national levels
- Prepare and disseminate public relations materials
- Facilitate the growth of the CACFL
- Perform all other tasks necessary for the effective functioning of the Child Advocacy Center of the Finger Lakes
- Ensures confidentiality and privacy is maintained with respect to all communication and records, unless exempted by law

Minimum required qualifications:

- Bachelor's degree
- 5 years' experience in human service and/or non-profit field
- 4 + years in administration or management
- Excellent communication, presentation and writing skills



Knowledge, skills, abilities and personal characteristics:

- Leadership experience including strong team building skills
- Ability to bring diverse groups together to work towards the common goal of accomplishing the mission of the CACFL
- Demonstrated organizational, problem solving and priority setting skills
- Ability to plan effectively and carry out the multiple tasks needed to run a successful program
- Skilled at inspiring and motivating other people to become engaged in the organization's activities
- Self-motivated and forward-looking
- Inspiring and honest

CONFIDENTIALITY

All employees of the Child Advocacy Center of the Finger Lakes are held to highest standards of confidentiality and shall observe and require the observance of applicable County, Federal and State requirements relating to the confidentiality of records and information.

Other requirements:

- In-person attendance is an essential function
- Valid Driver's license and reliable transportation with current registration, tag and insurance
- Agree to submit to and successfully complete a criminal background check

Salary and Benefits

- Salary \$70,000-\$75,000
- Paid full single health and dental
- Generous Annual Leave
- 12 paid holidays

Please send your letter of interest and chronological resume no later than May 5, 2023 to: Board of Directors at edsearch@cacfingerlakes.org

The Child Advocacy Center of the Finger Lakes, Inc. is an equal opportunity employer that does not discriminate on account of race, gender, sexual orientation, disability, national origin, religion, or other protected status. All applicants will be considered equally for the position based on qualifications and experience.