

NORTH CENTRAL MISSOURI CHILDREN'S ADVOCACY CENTER  
An Equal Opportunity Employer

Job Announcement  
**Executive Director**

This position is open to all qualifying individuals.

The North Central Missouri Children's Advocacy Center is seeking to fill the position of a full-time (40 hours a week) Executive Director with duties to begin January 2, 2025. This position oversees the administrative tasks necessary to effectively operate the agency, acting as a liaison to the Governance Board and committee members in the development of programs, develops the policies and procedures to effectively operate the agency, be responsible for financial operations, reports, employee supervision and team coordination.

Salary based on qualifications and experience.

**Qualifications:**

- Bachelor of Science in Human Services or related field with demonstrated expertise in child abuse, Master's degree preferred;
- Minimum two years management and supervisory experience;
- Strong organizational, administrative and management skills;
- Core computer skills in word processing, spreadsheets, presentations, electronic communications and on-line based grant applications;
- Ability to read, analyze, and interpret common scientific and technical journals and legal documents;
- Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems;
- Knowledge of child protection, police and court systems, experience working with diverse professionals and ability to work cooperatively within diverse professional groups;
- Knowledge of sexual abuse and other forms of maltreatment and its impact on children
- Knowledge of family dysfunction, child development, diverse cultures, mental health and substance abuse.
- Ability to work with children and families in crisis in a culturally sensitive manner;
- Ability to respect and maintain client confidentiality;
- Effective coping skills for functioning in a high stress environment;
- Ability to work independently and as part of a team;
- Reliable transportation that meets all of the State required licensure for vehicle and self;

- Must be of good moral character as substantiated by a criminal and civil background check.

### **Responsibilities:**

1. Coordinate and direct all day-to-day administrative operations of the NCMCAC.
2. Maintains confidentiality of information reported by child/family and records as directed by the policies of the North Central Missouri Children's Advocacy Center.
3. Maintain flexible response to the demands of the CAC balancing a variety of assignments and tasks as required by day-to-day operations.
4. Develop and implement agency policies and procedures.
5. Hiring and supervision of NCMCAC employees, including conducting annual staff evaluations.
6. Providing ongoing support and consultation with employees as needed.
7. Capable of monitoring and promoting safe interactions of staff, MDT, children and their caregivers.
8. Oversee financial operations and day-to-day purchases of NCMCAC.
9. Lead the search for additional funding; prepare funding applications and budget projections.
10. Develop and maintain regular sources of revenue including individual, business and community donations, government and foundation grants and endowments.
11. Ensure the preparation of timely and necessary reports and statistics required by funding agencies.
12. Network with community service providers to develop appropriate treatment resources for clients; develop and maintain inter-agency coordination and cooperation.
13. Initiate and implement protocols utilized throughout the NCMCAC.
14. Facilitate direct communication and conflict resolution between team members, agency supervisors, NCMCAC staff and volunteers.
15. Coordinate training for multidisciplinary team, staff and volunteers.
16. Promote and encourage the use of the NCMCAC to other agencies and providers in north central Missouri.
17. Develop and provide public education, professional training and community awareness regarding child abuse issues and the NCMCAC.
18. Develop, initiate and oversee special events and other fundraising activities.
19. Participate in state, national and local organizations concerned with child abuse.
20. Act as a liaison to the Board and committee members in the development of programs and other tasks assigned.
21. Prepare and recommend to the Board annual and monthly budgets.
22. Coordinate board activities and provide assistance to Board of Directors.
23. Serve as key representative of NCMCAC in all media interaction unless otherwise directed.
24. Consistently demonstrate professional behavior and leadership skills that are in support of the vision, mission, and philosophy of the Child Advocacy Center.
25. Represent the Child Advocacy Center in related activities, including fundraising initiatives and community outreach.
26. Other duties as assigned by the Board of Directors.

**To apply:** Submit a completed and signed employment application and resume, including references. Mail or deliver to the North Central Missouri Children's Advocacy Center, 906 Main Street, Trenton, MO 64683. Office hours are from 8:00 a.m. – 4:30 p.m. and should be received no later than October 1, 2024.