

# Bluebonnet Children's Advocacy Center

## Executive Director



**Job title: Executive Director**

**Work Location: Counties of Medina, Real and Uvalde of Texas**

**Reports to: Bluebonnet Children's Advocacy Center Board of Directors**

|   |                              |
|---|------------------------------|
| <b>Full-time</b>                        | <b>Exempt</b>                |
| <b>Hire Date: Until Position Filled</b> | <b>Revision Date 10/2021</b> |

### Position Purpose:

The Bluebonnet Children's Advocacy Center is an umbrella corporation housing both a Children's Advocacy Center (CAC) and Tri-County Court Appointed Special Advocates (CASA) program. Our Children's Advocacy Center provides comprehensive services to children under eighteen (18) and adults with disabilities who have been victims of abuse and neglect as well as their non-offending caregivers. These services are provided in conjunction with a multi-disciplinary team, consisting of law enforcement, children, and adult protective services, and prosecution team. Our Court Appointed Special Advocates provide volunteer advocacy for children placed in child protective services system.

The Executive Director implements policies and procedures that have been adopted by the Board of Directors to achieve the stated goals and purposes of the organization.

### Essential Duties and Responsibilities:

#### Administration

- Upholds the credibility, integrity, and dignity of the Bluebonnet Children's Advocacy Center conducting all business in an honest, fair, professional, confidential, and compassionate manner
- Ensures compliance with appropriate program guidelines, protocols, rules, regulations, standards, and statutes of all governing bodies
- Maintains operations for the organization
- Responsible for maintaining relationships with Texas CASA and CAC of Texas
- Ensures that facilities are maintained in a safe and healthy manner for provision of services
- Maintains complete, accurate and current records as applicable
- Manages development, enforcement and modification of operation procedures
- Performs all other duties as assigned by the Board of Directors

#### Board Relations

- Attends all board meetings
- Maintains appropriate working relationship with the Board of Directors and its committees
- Reports regularly, not less than monthly to the Board of Director the organization's activities, and program opportunities
- Reports regularly, not less than monthly to the Board of Directors the organization's financial status
- Prepares annual report for the Board of Directors
- Recommends policies to the Board of Directors for effective operations

#### Financial Management

- Works with the Board of Directors to create an annual fund development plan, identifying financial needs and potential resources

- Develops annual budget, in conjunction with the Board of Directors
- Monitors the organization's financial position to ensure solvency and full utilization of funds
- Prepares monthly financials for the Board of Directors
- Directs financial operations, ensuring that the organization's financial management policies are followed and sufficient internal control is maintained
- Ensures compliance with grant/donor contractual agreements
- Submits monthly and quarterly financial reports to grantors as required
- Submits bills and expenditures timely for reimbursement and accounting
- Works closely with the organization's C.P.A., and Auditors

#### **Personnel**

- Provides overall direction and management of personnel
- Maintains personnel records according to policy
- Recruits, selects, and supervises personnel according to policy
- Performs probationary and annual evaluations of personnel
- Ensures that organization's personnel policies are followed
- Ensure that organization is in compliance with applicable state and federal employment laws
- Assists in recruiting and cultivating volunteers
- Assures that all staff members receive appropriate training and staff development
- Responsible for recognition of volunteers and staff

#### **Public/Community Relations**

- Disseminates information to the community regarding the mission, goals, and activities of the organization
- Actively seeks opportunities to increase public awareness regarding child abuse/neglect by actively participating in abuse/neglect activities
- Cultivates and establishes relationships with community leaders inclusive of elected officials, social service organizations, city and governmental bodies, businesses, and civic organizations
- Manages press and news releases inclusive of any media coverage
- Approves all written public relations material printed for/by Bluebonnet Children's Advocacy Center
- Available for speaking to local groups and/ to educate the community about CASA and CAC

#### **Fundraising**

- Identifies funding opportunities consistent with the organization's mission and goals
- Cultivates and manages donor relationships
- Actively seeks grant opportunities

#### **Program Development**

- Develops and recommends plans for the organization's programs plans
- Keeps current regarding local, state, and national issues important to the development of effective programs and services
- Attends available conferences and workshops for the development of the program

#### **Education/Work Experience Requirements:**

- Bachelor's Degree or minimum of five years' experience in related field with previous non-profit administrative experience
- Demonstrated life experiences showing strong empathy for abused and neglected children and non-offending caregivers
- Considerable knowledge of community resources and services available to children and families
- High level of written and oral communication skills, organization skills, computer skills, and collaborative capabilities
- Knowledgeable of obtaining grants and/or grant writing
- Capable of managing employees in various roles
- Occasional travel is required
- Must be willing to work some evenings and weekends
- Employment is dependent on criminal background check, including criminal and CPS clearances as well as credit history check

**Physical Requirements:**

- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards
- Ability to maintain regular and punctual attendance consistent with the ADA, FMLA and other federal, state, and local standards
- Must be able to lift and carry up to 25 pounds.
- Must be able to talk, listen, and speak clearly on telephone
- Must have dependable transportation
- Must have current Texas Driver's License

**Salary Range:**

- **\$55,000- \$70,000**

**Print Associate Name:**

**Associate Signature:**

**Date:**