



## **Chief Executive Officer for Children's Advocacy Center of Greater West Texas**

The Children's Advocacy Center of Greater West Texas (CACGWTX) is searching for its next CEO who is an inspiring leader, passionate and motivated to make a difference in the lives of children and in their community. The ideal candidate will promote and foster the organization's values of advocacy, integrity, innovation, people-first, and community. The CEO spends significant time liaising with community leaders, policy makers, the media, and other agencies whose missions closely align to the CACGWTX.

The CEO position for CACGWTX oversees a significant portfolio of social programs and related services, organizational funding, personnel, coalitions, and general business operations. Day-to-day, the CEO will evaluate the effectiveness of programs; promote resource stewardship with a healthy mix of government funding and private philanthropic support; provide support, guidance, and supervision to the Executive Leadership Team; and enhance the overall effectiveness of the organization by staying informed of developments in child and family services.

Five years of executive leadership experience in nonprofit, foundation, government, or industry backgrounds and a bachelor's or advanced degree is required. Established record of experience in finance/accounting, grants management, marketing, public relations, human resources, and other business-related areas is preferred. The candidate must pass national criminal, national sex offender, and Child Abuse and Neglect Central Registry background check. Experience working with and facilitating a nonprofit Board comprised of diverse volunteers with varied insights and experiences is desired.

Salary will be commensurate with experience.

If you are interested in applying for this position, please email your resume with a cover letter to [Board@cacgreaterwtx.org](mailto:Board@cacgreaterwtx.org).

**CHILDREN'S ADVOCACY CENTER (CAC) OF GREATER WEST TEXAS, INC.  
POSITION DESCRIPTION**

**Position Title:** Chief Executive Officer

**FLSA Status:** FLSA-Exempt

**Full-Time/Part-Time:** Full-Time

**Date of Most Recent Review:** March 2023

**Department:** Administration

**Reports to:** CAC Board of Directors

**Basic Function of Position:**

The Chief Executive Officer ("CEO") serves as the highest-ranking executive of the organization and leader of all strategic and operational aspects of the CAC, whose mission is to ensure that every child in our community has a safe and nurturing home. The CEO works collaboratively with the Executive Leadership Team to develop and implement strategies that guide the organization toward long-term success. These strategies should balance the business aspects of operating the CAC with the social aspects of providing much-needed services to the community.

To successfully lead the organization, the CEO must be a prudent manager and an inspiring, visionary leader. As the most senior leader of the Executive Leadership Team, the CEO oversees a significant portfolio of social programs and related services, organizational funding, personnel, coalitions, and general business operations. Day-to-day, the CEO will evaluate the effectiveness of programs; promote resource stewardship with a healthy mix of government funding and private philanthropic support; provide support, guidance, and supervision to the Executive Leadership Team; and enhance the overall effectiveness of the organization by staying informed of developments in child and family services. Lastly, to promote and foster the organization's values of advocacy, integrity, innovation, people-first, and community, the CEO spends significant time liaising with community leaders, policy makers, the media, and other agencies whose missions closely align to the CAC.

***Executive Leadership and Personnel Management***

- Foster a culture of inclusivity, transparency and empowerment that supports and guides the organization's mission and values as defined by the Board of Directors
- Collaborate with peers, team members, the Board of Directors, and community partners to develop and present strategic options which enhance the work of the agency
- Effectively interpret approved strategies into action plans that team members can easily align and reasonably execute
- Mentor and coach the Executive Leadership Team and CAC team members to drive performance and build a culture of people development
- Manage departmental relations to foster client-driven outcomes in a collaborative and positive environment
- Oversee processes including hiring, separation, staff development, performance management, and compensation and benefits
- Conduct performance evaluations in accordance with personnel policies and provide constructive feedback consistent with the CAC's values

- Fulfill duties outside normal business hours as needed, including travel and community activities

#### ***Operations and Compliance/Governance***

- Oversee day-to-day operations of the organization to ensure its sustained success (i.e., human resources, finance/accounting, general operations)
- Ensure that facilities are maintained for provision of services and housing of staff and volunteers
- Ensure the organization's financial stability and sustainability by maintaining healthy cash flow and adequate reserves in coordination with the Executive Leadership Team and Board of Directors
- Oversee policy alignment, budget development and adherence, internal controls, and compliance with restrictions of funding sources; and provide reports to substantiate compliance as required
- Provide the Board of Directors with accurate and timely information, and assist in the interpretation and/or provide guidance as necessary for Board Members to make informed decisions
- Ensure orientation and training for Board Members and attend meetings of the Board of Directors (and relevant committees) to provide reports on work progress, staff performance, and strategic plans
- Effectively manage and communicate organization risks to the Board of Directors
- Ensure policy compliance with state and national accrediting associations and regulating entities, and provide reports to substantiate compliance as required
- Establish goals, objectives, and operational plans that align with applicable state and national accreditation standards in coordination with the Executive Leadership Team

#### ***External Relations and Fundraising***

- Remain informed of legislation affecting children and advocate with policy makers and policing agencies on behalf of the CAC and the community
- Promote interagency cooperation among partner agencies (i.e., court personnel, law enforcement, child welfare agencies, etc.)
- Support the Chief Development Officer ("CDO") by initiating and cultivating donor support through fundraising initiatives which engage community members, foundations, and corporate partners
- Participate in site visits and program audits by community partners and funding agencies
- Present and promote the organization, its programs, partners, and members in a consistent manner and in coordination with the CDO

#### **Required/Desired Knowledge, Skills and Abilities:**

- Five years of executive leadership experience in nonprofit, foundation, government, or industry backgrounds
- A strong business acumen and proven experience leading a similar or larger-size organization to meet strategic goals
- Established record of experience in finance/accounting, grants management, marketing, public relations, human resources, and other business-related areas
- Experience working with and facilitating a nonprofit Board comprised of diverse volunteers with varied insights and experiences
- Success in building, motivating, developing, and retaining high performance, mission-driven, and results-oriented teams
- Excellent written, oral, and public speaking skills; a persuasive and passionate communicator with strong interpersonal and multidisciplinary skills
- A bachelor's or advanced degree
- Must pass national criminal, national sex offender, and Child Abuse and Neglect Central Registry background checks