



## SEARCH FOR EXECUTIVE DIRECTOR

December 9, 2019

### INTRODUCTION

The Board of Directors of **Safe Harbor Child Advocacy Center of the Smokies** is pleased to announce its search for a full time Executive Director.

Chartered by the State of Tennessee in 2005, **Safe Harbor CAC of the Smokies** serves the 4th Judicial District, including Cocke, Grainger, Jefferson & Sevier Counties in East Tennessee, coordinating services of law enforcement, Child Protective Services, medical and mental health providers, and the District Attorney General's office on behalf of children who have experienced physical, sexual, or psychological trauma or have witnessed violent crime. Safe Harbor CAC of the Smokies brings the investigative team to the child providing a coordinated, multidisciplinary approach in a safe and comforting setting to help minimize the trauma and maximize opportunities for healing, protection and justice.

For over 14 years, Safe Harbor has been led by Donna Koester, its founding Executive Director. Under her leadership, Safe Harbor's services and infrastructure have expanded, serving over 3,500 victimized children and adolescents and resulting in a regional reputation for high-quality and best practice programming. Safe Harbor CAC has been a Tennessee licensed Mental Health Outpatient Facility since 2008 and a nationally accredited Child Advocacy Center since 2012. SHCAC has a staff of 10 highly trained and dedicated professionals, and maintains an annual budget of approximately \$700,000. In addition to donor support it has received over \$3,000,000 in competitive grant awards since its inception.

Safe Harbor is seeking a talented and proven leader to continue its mission and expand its impact throughout the 4th Judicial District and region.

### MISSION

*SHCAC is dedicated to serving children who are victims of severe neglect, physical, and sexual abuse or who have been a witness to a violent crime or act, through prevention, education, and intervention.*

*--Because it Shouldn't Hurt to Be a Child--*

### AGENCY SERVICES

- Participation on Child Protection Investigative Team in all four counties.
- Forensic Interviews
- Victim Advocacy, Court Support, and Victim Compensation
- Crisis intervention
- Evidence-based, Trauma-focused Therapy
- Forensic Medical Examinations
- Non-offending caregiver support
- Community Outreach and Prevention Education Programs

## **EXECUTIVE DIRECTOR DUTIES**

The Executive Director serves at the pleasure of the Board of Directors as the full-time professional responsible for implementing the overall mission, policies, and procedures of SHCAC.

### Within that role, the Executive Director:

- Recommends policies, goals, and objectives to the Board of Directors and assists the Board in achieving effective operation of the agency in accordance with the best practice standards of our accrediting body, the National Children's Alliance in Washington, DC.
- Has chief administrative responsibility for the agency's services and programs, hiring and supervision of staff, maintenance of program facilities, searching out and applying for applicable grant opportunities, procurement, reporting, and disposition of funds, equipment and supplies.
- Provides timely and accurate reports to the Board of Directors, funding sources, and other bodies as may be required.
- Carries the chief staff responsibility to ensure that all legal obligations of the agency are met.
- Performs additional duties as defined by the Board of Directors or as needed during the day-to-day operation of the SHCAC.

### Specific areas of oversight include:

- Financial management, fundraising, and related reporting
- Personnel recruitment, training, and retention
- Direct client services which include forensic interviews, forensic medical exams, victim advocacy and court support, trauma focused therapy, and support for non-offending caregiver(s)
- Community resource for awareness and prevention education programs
- Participation on the Child Protective Investigative Team (CPIT) in each county
- Program development and evaluation
- Official spokesperson for public and community relations
- Board relations

## **STRATEGIC EMPHASES**

- Financial stability
- Recruitment and retention of top-quality staff
- Public relations and community support
- Expansion of core services programming throughout the 4<sup>th</sup> Judicial District

## **ESSENTIAL CHARACTERISTICS**

The Executive Director at SHCAC must be a dynamic, inspiring, flexible, and creative leader, possessing the following characteristics:

- Personal and professional integrity
- Evidence of creative and successful fundraising
- Passion and vision for child advocacy work
- Excellent communication skills
- Evidence of team-building and interagency collaboration
- Practical and applied knowledge of business and fiscal management
- Ability to inspire others

## **QUALIFICATIONS**

### Education:

Minimum of four-year college degree or master's degree in the field of education, non-profit management, business administration, psychology, or a related field.

### Experience:

- Minimum of 3+ years related experience
- Demonstrated ability to exercise good judgment in complex situations
- Demonstrated strong communication and influencing skills, both written and speaking
- Demonstrated ability to build and nurture relationships and partnerships
- Evident success in leading and mentoring professional staff

### Other:

Proficiency with Microsoft Office, including Word, PowerPoint, Excel, Outlook, and QuickBooks as well as various forms of social media. Familiarity with federal and state employment laws and standard accounting procedures.

Essential functions: Mobility to travel to other agency locations, agency partners, regional and national trainings; ability to stand, walk, climb stairs, sit on the floor with children, and manipulate (lift, carry, move) light to medium weights of 20+ lbs. Visual acuity to use keyboard and operate equipment. Ability and willingness to work irregular hours, including holidays, as may be required by this 24/7 on-call position.

## **APPLICATION PROCESS**

SHCAC is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to sex, race, ethnicity, religion, national origin, age, or other characteristics protected by law.

Applicants must provide the following:

- Letter of application that matches applicant to agency's mission/priorities and duties as indicated
- Professional resume
- College/university transcript/proof of applicable training
- 4-5 annotated references (not to be contacted until later in the search process and with applicant permission)

Application documents must be uploaded and emailed to [SHCACsearch@gmail.com](mailto:SHCACsearch@gmail.com) no later than Monday, February 3, 2020. Questions may also be submitted to that email address.