

EXECUTIVE DIRECTOR

REPORTS TO: BOARD OF DIRECTORS
COMPENSATION: COMMENSURATE WITH EXPERIENCE
SUPERVISES: LEADERSHIP TEAM AND STAFF
EXEMPT STATUS: FULL TIME
COMMITMENT TYPE: EXEMPT
BASE OF OPERATIONS: CROCKETT, TEXAS

KALIN'S CENTER MISSION STATEMENT: The Houston/Trinity Counties Children's Advocacy Center is established to quickly and professionally respond to and meet the needs of child victims of assault, abuse, or neglect and to provide loving comfort and helpful services to the children and their non-offending family members/caregivers during recovery and rehabilitation.

SUMMARY:

Reporting to the Board of Directors, the Executive Director of Kalin's Center will have overall strategic and operational responsibility for Kalin's Center staff, programs, expansion, and execution of its mission. She/he will develop a deep knowledge of field, core programs, operations, and business plans in order to develop and implement a sound administrative structure and programming to allow the Center to meet its mission.

ESSENTIAL FUNCTIONS:

LEADERSHIP AND MANAGEMENT

- Ensure ongoing local programmatic excellence, direct client services, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals
- Ensure provision of quality advocacy, intervention and therapeutic services to all reported victims of child abuse and their families
- Actively seek, develop and nurture multi-disciplinary partnerships and other collaborative efforts that contribute to the well-being of all children
- Inform and educate the general public on issues related to child abuse, its prevention and resolution
- Actively engage and energize Kalin's Center volunteers, board members, event committees, alumni, partnering organizations, and funders
- Develop, maintain, and support a strong Board of Directors: serve as ex-officio of each committee, seek and build board involvement with strategic direction
- Lead, coach, develop, and retain the Kalin's Center's high-performance team. Ensure effective systems to track scaling progress, and regularly evaluate program components, so as to measure successes that can be effectively communicated to the board, funders, and other constituents.

- Conduct written performance evaluations on all Kalin's Center staff annually.
- General understanding of accounting practices and procedures.

FUNDRAISING AND COMMUNICATIONS

- Expand local revenue generating and fundraising activities to support existing program operations and expansion
- Actively participate in relationship management and fund raising including making funding requests of major donors, corporations, foundations, federal government, state government, local government, United Way, and other funding sources
- Deepen and refine all aspects of communications—from web presence to external relations with the goal of creating a stronger brand
- Use external presence and relationships to garner new opportunities

PLANNING AND NEW BUSINESS

- Develop, maintain, and track annual general operating budget and any future capital campaign budget.
- Design and complete the strategic business planning process to ensure delivery of client services and for the program expansion
- Build partnerships, establishing relationships with partner agencies, financial contributors, and political and community leaders
- Communicates program results with an emphasis on the successes of all programs

JOB REQUIREMENTS AND QUALIFICATIONS

- The Executive Director will be thoroughly committed to the Kalin's Center's mission. Should have proven leadership, coaching, and relationship management experience. Concrete demonstrable experience and other qualifications include:
- Bachelor's Degree with at least 3 to 5 years of management experience or 5+ years management experience in lieu of degree; track record of effectively leading an outcomes-based organization and staff; ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth
- Must have experience preparing and managing financial budgets.
- Unwavering commitment to quality programs and data-driven program evaluation
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget
- Past success working with a Board of Directors with the ability to cultivate existing board member relationships
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills

- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning
- Ability to work effectively in collaboration with diverse groups of people
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed
- Must be proficient in Microsoft Office Suite – Word, Excel, PowerPoint
- Must have experience in completing state and federal funding and grant applications.

REFERENCES

- Candidates must provide at least three references with resume and application.