



Healing and empowering children and families throughout Central Louisiana

Executive Director

As part of the Children's Advocacy Network, you will serve our community by being a voice for all children and providing support for vulnerable families. You will be part of a team that helps our community develop resiliency through adversity and promotes healthy and safe living. We provide opportunities for social service driven persons to promote safety and healing in our communities, achieve their goals, and advance their careers.

The mission of the Children's Advocacy Network is to help heal and champion abused and neglected children throughout Central Louisiana.

The ideal applicant for Executive Director must embody the passion and purpose of our organization. This person serves as the chief staff officer of the Children's Advocacy Network, operating under the direction of the Board of Directors. ED provides guidance and assists the Board of Directors in achieving the goals of the Agency and its Children's Advocacy Center, Court Appointed Special Advocates, and Trauma Therapy programs according to established standards for performance and approved policies and procedures. This person ensures compliance with all state and national association requirements.

Qualifications:

- Bachelor's degree in a related field.
- Five (5) years of progressively responsible administrative experience in the areas of administration and management, resource development, program development, social services (child abuse), volunteer management, communications and public relations preferred.
- Demonstrated ability to work successfully with multiple groups to achieve and implement an objective.

Responsibilities include but are not limited to:

- Works with the Board of Directors to recommend and formulate policies for effective and economical operation of the agency.
- Ensures compliance with all grant requirements and state and national accrediting bodies for the Agency's programs.
- Prepares annual budget for Board approval, operates within the budget, monitors and reports to Board on working within the budget on a regular basis.
- Secures grants from public and private sources for overall operations of the Agency and its programs.
- In conjunction with the Board, develops resources, fundraisers, and special events.
- Ensures clean audits by outside firm and accrediting agencies as required.
- Ensures all routine maintenance and facilities improvements are documented, budgeted for and approved by Board of Directors including building, equipment and mobile units.
- Administers personnel policies in adherence with employee handbook.
- Maintains highly effective relations between the Agency, its programs, and their clients.
- In conjunction with appropriate staff, ensures the Agency and its programs receive local media coverage.

Benefits

- Health Insurance: up to \$350 reimbursement
- Supplemental insurance by payroll deduction
- Retirement option through Simple IRA with up to 3% match
- Paid Time Off
- Holidays
- Sick leave
- Leave of absence, funeral leave, and parental/family and medical leave

If you are dedicated to empowering the futures of children, families, and communities and believe in changing despair into hope, we want you to become part of our mission. The Children's Advocacy Network wants you to join our unique, service oriented company culture that provides the opportunity for professional growth, leadership opportunities, and teamwork.

To apply, send your resume, cover letter, and three references to ddavidson@childrensadvocacy.net or send by mail to the following address:

CHILDREN'S ADVOCACY NETWORK
Attn: Diane Davidson
PO BOX 8418
ALEXANDRIA, LA 71306

Children's Advocacy Network is an equal opportunity employer and seeks a diverse applicant pool.