



**Just For Kids
Child Advocacy Center**

POSITION TITLE: Executive Director

REPORTS TO: Board of Directors

HOURS: Full time salaried position.

SALARY: Determined by the Board of Directors and is commensurate with qualifications and experience.

POSITION SUMMARY: The Executive Director, working with the Board of Directors, is responsible for carrying out the mission and objectives of Just For Kids Child Advocacy Center (JFK). The Executive Director is responsible for sourcing and managing the financial resources to support the organization, supervising staff and operational functions to achieve program objectives, serving as the organization's primary spokesperson and media contact, and acting as liaison to the public, the community and local and state agencies.

Location and Areas Served:

The Executive Director works out of the main office located in Beckley, WV. Just For Kids serves both Raleigh and Fayette Counties with offices in Beckley and Oak Hill. The position requires some travel within the service area and quarterly meetings around the State.

Key Duties and Responsibilities:

Financial Resource Development and Management

- Develops an annual strategic plan and budget in support of meeting the mission of JFK.
- Identifies funding sources, to include writing and submitting grant applications, promoting fundraising activities, and fostering community outreach to existing and future sponsors and donors.
- Develops and maintains sound financial practices and works with the Board of Directors to ensure that adequate funds are available to permit the Center to carry out its mission.
- Performs other duties as assigned by the Board of Directors.

Staff Development and Management

- Leads, oversees, and directs the development of staff and volunteers in the execution of stated goals, to include overseeing all aspects of recruitment and retention of staff.
- Ensures that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place.
- Maintains a climate that attracts, retains and motivates a top- quality diverse staff, to include conducting regular staff meetings and opportunities for staff engagement, as well as identifying necessary changes in human resource policies.

Community Outreach

- Publicizes the activities of the Center, to include outlining JFK's programs, goals and accomplishments, and future resource needs to support child advocacy efforts.
- Represents the mission of the Center to government agencies, civic and social organizations, media, and the general public.
- Serves on state level committees that further the mission of child advocacy.

Administrative/Operational Management

- Oversees all reporting requirements, including annual grant, licensing and program reports and audits.
- Collaborates closely with the Board on a range of issues, including program objectives and outcomes, financial development and management, and human resource issues.
- Oversees both office properties to ensure it is conducive to the work of the organization and identifies needed improvements.
- Maintains a working knowledge of significant developments and trends in the field.
- Assures that the Center maintains NCA accreditation and WVCAN membership.

Qualifications:

Bachelor's Degree (Master or Doctorate preferred) with non-profit management, administrative, or relevant experience. Candidate should have experience in grant-writing and the planning and execution of successful fundraising campaigns. Demonstrated leadership ability, staff management skills, and excellent oral, written and public speaking skills. Candidate should have leadership experience in strategic planning, budgeting, and marketing processes.

Employment at Just for Kids, Inc. shall be open to any person who, on the basis of merit is qualified for the desired position, regardless of race, sex, religion, national or ethnic origin, political or religious opinion and affiliations, physical or mental handicap, sexual orientation or veteran status.

Interested candidates may send a well written email with an attached pdf. resume to director@jfkvv.com **to be received on or before Friday, July 28th,2023.** The position will remain open until filled.