



[www.douglascares.org](http://www.douglascares.org)

## **A Child Abuse Intervention Center serving Douglas County, Oregon**

### **Executive Director Job Posting**

**Douglas C.A.R.E.S.** (Douglas County Children's Center, Inc.) located in Roseburg, Oregon, is seeking an Executive Director. This is a full-time position with a competitive salary plus benefits. Join a skilled compassionate team of professionals and make a difference in the lives of children and teens.

#### **Position Purpose**

The Executive Director works under the guidance and direction of the Board of Directors. The Executive Director is responsible for the leadership, operation and effectiveness of all agency activities and overall agency operations. In this role, she/he is responsible for the day-to-day financial/budget management, program management, program development, and funding development activities. This position will require high level problem solving skills. The Executive Director is expected to provide leadership to a team of employees, ensuring strong provision of quality services, and ensuring employee morale, team relations and organizational health are at maximum levels. She/he is also responsible for maintaining a positive, cooperative relationship with partnering agencies, other service providers, community leaders and funders.

#### **Leadership**

- Oversee all programs and services for the organization.
- Oversee quality assurance and outcome measures; ensure clinical consistency and ensure that programs meet national and state practice standards.
- Oversee program planning, development, implementation, enhancements, and improvements at the various site(s).
- Coordinate services and maintain positive working relationships with law enforcement agencies, Child Welfare, District Attorneys' Offices, medical providers, mental health providers and other service providers; identify and respond to coordination and service issues
- Serve on the Douglas County Child Abuse and Child Fatality Review Teams; participate on relevant committees
- Assess and respond to risk management issues
- Serve on the Douglas County Child Abuse Multi-Disciplinary Team
- Serve on and participate in the Oregon Network of Child Abuse Intervention Centers

#### **Fiscal Oversight**

- Ensure resource allocation is mission-related and mission-enhancing
- Manage all aspects of financial systems: develop, present and oversee budget; analyze financial reports, payroll, purchasing and other fiscal activities

- Secure funds through community relations activities, grant writing/management, collection of fees for services, contract development, donation solicitation and organization of special events
- Develop and maintain positive relations with funders
- Ensure that tax, fiscal, grant and other reports are submitted in timely manner

### **Community Relations**

- Communicate vision and mission to community and partners
- Ensure Douglas CARES participation in appropriate community efforts, across service sectors, and through collaborative strategies.
- Develop and maintain relations with policymakers and community leaders
- Develop and maintain relations with the business community and community in general
- Manage public relations and marketing efforts
- Serve as primary media spokesperson

### **Liaison to Board of Directors**

- Present relevant program and agency information at monthly board meetings; ensure board is kept apprised of major organizational issues
- Research major policy issues, provide information about alternative solutions, make policy recommendations and draft policies for board consideration
- Lead Board development efforts
- Serves at the direction of the Board of Directors
- Other duties as assigned by the Board of Directors

### **Other Responsibilities / Human Resources**

- Research, interpret and respond to proposed legislation and administrative rules; educate policy makers about impact on agency, children and families
- Ensure agency is actively involved in relevant policy discussions at the local, state and national levels; participate in appropriate work groups, task forces, and committees
- Ensure that relevant legal requirements and regulations are met; serve as HIPAA Compliance Officer
- Oversee facility and related contracts
- Hire, supervise and evaluate Center staff and volunteers
- Develop, maintain and update Center guidelines/practices and procedures
- Develop employee position descriptions
- Develop, evaluate and deliver employee and agency performance reviews
- Monitor and enforce the positive enactment of employee policies.
- Ensure staff training

### **Professional Qualifications for the Position**

- Advanced degree in human services, public administration or health related field and/or management experience in nonprofit, social services, health care or equivalent related degree is preferred.
- Requires successful background in team leadership, fund development, grant writing and management, fiscal oversight, coalition building and community relations, preferably in a community-based agency providing direct services.

**Licenses/Certification**

- Requires valid Driver's License or ability to obtain the same.
- Licenses/certifications required by State and/or federal authorities to administrate a Child Advocacy Center.

**Special Knowledge, Skills, and Abilities**

- Inclusive leadership style that promotes collaboration and open communication, and astute in the process of team building.
- Accessible, flexible, and adept in dealing with complex issues where diverse perspectives are held.
- Diplomatic and decisive, while being cognizant of the ramifications of decisions.
- Strong work ethic, a good sense of humor, a high energy level and a model of integrity and fairness.
- Excellent written and oral communication skills, and able to think on her/his feet while dealing practically with sometimes conflicting demands and expectations.
- Ability to work with and meet the needs of a diverse population.
- Office computer skills

**If interested, please send a Resume, Cover Letter, and a list of Professional and Personal References by email to:**

[becky@douglascares.org](mailto:becky@douglascares.org)

Position open until filled.