

# **Child Advocacy Services**

## **Chief Executive Officer Additional Information**

### **Primary Responsibilities:**

The Chief Executive Officer (CEO) is responsible for fulfilling the mission of the organization focusing explicitly on child advocacy. Working with the Board of Directors and other constituents, the CEO will develop strategic short- and long-term goals/plans, cultivate community partnerships, programs, revenue sources which contribute to short- and long-term sustainability of CAS, and effect public policy and legislative support for the organization. The CEO will manage all inner-agency operations and activities by providing leadership and direction to staff to ensure proper fiscal and operational functioning as well as maintain compliance with programming standards and best practices.

### **ESSENTIAL SCOPE OF DUTIES:**

The statements below reflect the items considered necessary to describe the essential functions of the job identified and shall not be construed as a detailed description of all work requirements that may be inherent in the job.

1. Work with the Board of Directors, Officers, and appropriate committees in developing, monitoring, and implementing the strategic plan for the organization's sustainability, growth, services and other explicit goals, objectives, and programs. Perform other work-related assignments as requested by the Board of Directors.
2. Insure that the Board has access to all information needed to carry out its governance responsibilities, to fully understand trends in policy, trauma, philanthropy, and community issues that impact the region, and other information to support decisions regarding the direction of the organization.
3. Provide all staffing services to the Board of Directors and appropriate committees, including meeting notices, arrangements and minutes, end-of-year reports and evaluations which document services for the calendar year, provide information regarding program effectiveness, operating budgets and financial reports, and assure that the information is presented to the Board and appropriate committees in an understandable manner on a regular basis.
4. Advance the mission and image of the organization by serving as the chief representative to all internal and external stakeholders, including the Board, staff, corporate and local non-profit agencies, donors, the media, the government, and the general public. Participates in community presentations which promote the mission of CAS and child advocacy.
5. Identify new opportunities to build partnerships with a broad and diverse group of external constituents and leverage resources in an effort to maximize impact and create awareness that improves quality of services.
6. Assures that all programs and services maintain compliance with applicable standards and certifications of affiliates and funding agencies.
7. Hire and maintain a full-time staff knowledgeable in the organization's operations and provide training, coaching, support, and leadership to staff.
8. Support an organizational culture of integrity, transparency, and service.

9. Develops program evaluations and conduct assessments of staff, clients, and stakeholders to determine the effectiveness and relevancy of programs and services.
10. Develops, implements, administers, and oversees operational policy and procedures which provide direction, support, and accountability for staff and oversee their consistent and proper execution.
11. Develops and implements, in consultation with the Treasurer of the Board and the Chief Financial Officer, fund development strategies and campaigns conducive to agency sustainability and growth in accordance with the adopted Strategic Plan.

**MINIMUM JOB QUALIFICATIONS/REQUIREMENTS:**

Candidate must be able to pass a national, state, and local criminal background screening, as well as screening through the Child Abuse Registry administered by the Louisiana Department of Child and Family Services.

1. A Master's degree in a social service or an administrative/management related field required, with a minimum of five (5) years related experience.
2. Broad based focused knowledge in fundraising, management, community outreach, public speaking, public relations, grant administration and management, non-profit administration, and supervisory experience acquired through progressive management training and practice.
3. Established leadership capacity in situations demanding change and creative approaches.
4. Excellent written and verbal communication skills.
5. General computer literacy with working knowledge of Microsoft Excel, Outlook, and Word required.
6. Ability to maintain punctual and consistent attendance.
7. Unquestioned confidentiality with sensitive financial and personnel matters and issues.
8. Position requires occasional participation in early morning, evening, and weekend meetings and events.
9. Position requires travel throughout the service area for meetings and engagements and occasional out of state travel for conferences, seminars, and organizational representation.
10. No outside interests that may conflict with the organization's goals and objectives not explicitly approved by the Board or Executive Committee.

For additional information, please visit [www.childadv.net](http://www.childadv.net). Salary range is \$75,000 to \$125,000. To apply, please submit resume and cover letter to [search@childadv.net](mailto:search@childadv.net). EOE. Apply by July 31, 2025.