

CHILD ADVOCATES EXECUTIVE DIRECTOR- POSITION DESCRIPTION

Child Advocates of Nevada County (CANC) is a nonprofit dedicated to its vision that all children in Nevada County grow up in a safe, nurturing, and healthy family and community. CANC operates several programs, including advocacy for abused and neglected children (Court Appointed Special Advocates – CASA), family support services for new parents to prevent abuse (Healthy Babies) and school-based personal safety and anti-bullying curriculum to empower children to stay safe (Child Safety Puppeteers).

Court Appointed Special Advocates (CASA/CASAs) provide consistency and support for children in the Nevada County Juvenile Court System who have been abused, neglected, or abandoned. Each trained volunteer CASA is responsible for making recommendations to the court regarding safety, a permanent home and the well-being of each child assigned a CASA. CASA volunteers form a one-on-one relationship with a child and get a full picture of the case in order to advocate on the child's behalf for services and to make recommendations regarding permanent homes. For more than 40 years CASAs have been standing up for the best interests of children and supporting children by their consistent and focused attention and care.

Healthy Babies offers home visits by trained Family Support Specialists to pregnant and new parents. Services provided help new parents meet challenges through education on healthy growth and development and strengthen bonding with parent and baby.

Parents can expect support in problem-solving their baby's needs, managing life stressors, and enjoying their baby's development throughout the program from prenatal to age five. Families are linked to community resources throughout Nevada County.

The Child Safety Puppeteers program recruits and trains local high school students to perform educational puppet shows in elementary school classrooms countywide. The developmentally appropriate performances teach children how to recognize abuse, inappropriate touching, and bullying.

Child Advocates is a small organization with a large impact. With a small and highly experienced team of 18 full and part-time employees, and hundreds of volunteers, CANC develops and runs regular training, actively supervises and supports volunteers and

builds visibility and financial resources for the organization. The current budget is approximately \$1.2 million.

EXECUTIVE DIRECTOR ESSENTIAL DUTIES AND RESPONSIBILITIES

Leadership

- Represent CANC in a way that embodies the organizational values, reflects cultural competence with the diverse communities of Nevada County and builds support for the organization;
- Provide vision and leadership to the Board and staff with an eye to building organizational capacity to meet the demand for these services and ensure CANC's positive reputation within the community;
- Be an effective and visible advocate for CANC and for those it serves; represent the organization to key partners, supporters, and the public;
- Enhance collaboration with the child and family serving networks in the region;
- Be a capable partner and contributor to the work of California CASA and the national CASA organizations;
- Work closely with the Board to ensure strong Board governance; assist the Board in the recruitment of board members and actively inform the Board of anything of importance to the successful operations and strategic direction of CANC.

Fundraising and Communication

- Be the chief advocate and external face of CANC; cultivate robust partnerships, steward new and prospective donors, recognize and deepen relationships with current supporters, and educate the public-at-large to further CANC's mission and sustain the organization;
- Effectively and appropriately represent the organization to the public; be a compelling and passionate advocate for the organization and the needs of youth in the child welfare system;
- Ensure that the Board is supported in its fundraising efforts, grow the Board's capacity and comfort in fundraising activities, and allocate appropriate staff time to sustain these efforts;
- Actively reach out to a wide range of constituents including philanthropic decision-makers, advisors, nonprofit partners, corporations, and individuals to develop their support for CANC;
- Ensure the organization's fiscal sustainability by actively participating in fundraising including growing individual support through major donors,

developing, and maintaining key foundation relationships and critical contacts in local, regional, state, and federal government and agencies;

- Plan and facilitate CANC's fundraising events and donor communications;
- Facilitate grant development and reporting.

Operational, Program and Staff Management

- Recruit, nurture and inspire a passionate, diverse professional staff; clearly delineate responsibilities with appropriate authority and establish accountability;
- Support and partner with the staff to ensure programs continue to meet CANC's high standards for addressing client's needs;
- Ensure the staff and volunteers have access to the tools, training and information required for managing their programs and areas of responsibility; encourage open and productive communication;
- Establish and maintain a healthy organizational culture;
- Prepare and present the annual budget to the Board for approval, regularly review and report variances;
- Facilitate the organization's day-to-day operations to meet the organizational needs and ensure compliance with the national and state standards;
- Provide regular reporting to keep the Board appropriately informed of any significant change in financial or operational status; ensure organizational risks are well known and managed;
- Ensure compliance with all policies, legal and contractual obligations

EXPERIENCE

A successful ED candidate will likely have:

- A strong competence with diverse cultures and life experiences combined with demonstrated leadership skills;
- Experience with social welfare, mental health services and the foster care system highly valued;
- Fundraising skills and the passion to effectively communicate the mission of CANC and actively develop and steward donors and advance key partnerships;
- Hands-on financial and business management skills; nonprofit experience highly desired;
- Experience as the face of an organization; well-developed interpersonal skills including excellent oral and written communication skills; excellent listening skills; Spanish language skills a plus;

- Experience working with a Board; capable of partnering to strengthen the Board's capacity;
- Able to build a culture that prepares and cares for those who are navigating deeply challenging and sometimes traumatic situations;
- A history of strong collaboration; someone who actively seeks strategic partnerships and develops effective relationships;
- Emotionally mature, someone who is both confident and approachable; who inspires and honors trust and confidentiality;
- Solutions-oriented; able to inspire possibility and retain attention on accomplishing important work;
- Resourceful—able to set goals and respond to challenges creatively;
- Deep appreciation for volunteers; committed to deep listening and continued learning;
- Exercises the highest ethical and behavioral standards.

The salary range for this position is \$80,000-\$90,000 DOE, and includes a health stipend, generous time off and flexible schedule.

To apply, please send a meaningful cover letter and resume via email to EDsearch@caofnc.org. No phone calls please.

CANC is deeply committed to a policy of equal employment opportunity for all of its employees. This commitment means CANC actively seeks and employs qualified persons in all job classifications, and administers all personnel actions affecting employees without discrimination on the basis of ancestry, age, color, disability (physical and mental, includes HIV and AIDS), genetic information, gender, gender identity (including transgender identity), gender expression, marital status, military or veteran status, national origin, race, religion (includes religious dress and grooming), sex (includes pregnancy, childbirth, breastfeeding and/or related medical conditions), sexual orientation, political affiliation, or any other characteristic protected by law.

CANC conducts reference checks and criminal background checks on all new hires. Applicants for employment must consent to these checks. CANC requires the following background screens: Livescan with Child Abuse Central Index, Social Security Verification, National/Local Sex Offender Registries, Megan's Law, OFAC (government watch list) and National Criminal Database. A candidate whose background check is unacceptable to CANC will not be hired.