



Position Title: Executive Director

Reports to: CCAC Chair of the Board of Directors and Responsible to the Full Board of Directors.

Supervises: Direct: Leadership Team & Child Abuse Awareness/Outreach Coordinator

Work Schedule: 40 hours, Monday-Friday (some evening/weekend hours flexible schedule within regular parameters of agency business conducted)

Locations: Agency offices (Brunswick, New Hanover and Pender) and in the community

Travel: ~25% travel required locally, statewide and nationally to meet organizational needs

Job Summary:

The Executive Director (ED) leads The Carousel Center, Inc.'s (Carousel Child Advocacy Center, - CCAC) to achieve its mission to support healing, promote justice, and foster resilience in children victimized by physical or sexual abuse and to improve our community through education, prevention and advocacy, with a vision to build resiliency in children to strengthen the Cape Fear Area. The ED demonstrates leadership for intentional management and growth, serves as CCAC's spokesperson, builds relationships with donors, builds relationships with national, state, and local partners/alliances/coalitions, and serves the agency as head official with a Leadership Team to ensure Carousel Child Advocacy Center adheres to the National Children's Alliance's (NCA's) Standards for Accredited Members.

Essential Job Functions:

Establish and execute the Vision, Mission and Core Values by setting organization direction, assess community needs and define strategies.

Fiscal responsibility. Oversight of funding/grant application/securance and compliance with required documentation per grant source, Medicaid, North Carolina and NCA standards. Support and facilitate the development, management, and direction of funding plans to ensure adequate financial resources that meet the community needs.

Coordinating effective and efficient operations by providing oversight and structure. Create process, intervene in crisis situations, establish and manage all human resources processes including policies and procedures. Lead and develop in organization excellence.

Serving as the primary public representative for the organization. Support *community and belonging* services in the communities being served. Cultivate relationships with community leaders and organizations. Assess community needs and make recommendations.

Facilitate Board of Directors meetings. Identify and mitigate risk. Manage annual goals and strategic plan. Ensure transparency with the Board. Update By-Laws, create reports. Maintain NCA Child Advocacy Center Accreditation.

Ensure support for direct services Team to obtain expert training, peer supports and academic exposure and highlights for forensic interviewing child abuse forensic medical expertise, trauma therapy, victim support advocacy, policy and systems on a local, state and national stage. Always ensure confidentiality of sensitive information.

Ensure CCAC organizational efforts for efficient/effective case review, coordination, tracking child focused setting, and safety/protection

Supporting MDT/Advocacy Supervisor to manage, capture, document required accreditation data

Collaborates with the Multi-Disciplinary Team. Knowing best-practice standards. Testify in court in criminal and/or civil cases as required.

Other duties, responsibilities and activities that may be assigned

Required Skill set:

Operate with a high level of integrity

Mastery of the English language – orally and in writing; Significant technical ability with office computer programs Microsoft Office 365; to bring the program forward

Ability to physically perform the basic life operational functions of stooping, standing, walking, fingering, grasping, talking, hearing, and repetitive motions; Ability to lift, carry, push, pull, or otherwise move objects

Visual acuity to prepare and analyze data and figures, operate a computer, and do extensive reading; Ability to communicate professionally - both orally and in writing

Mental Demands Related to Essential Job Functions; Ability to provide intentional leadership and manage organizational culture. Calm demeanor in crisis situations

Ability for ethical decision-making; Ability to communicate with tact; Ability to analyze financial data; Emotional intelligence working with individuals, clients and MDT partners

Ability to maintain professional relationships, with clear, ethical and appropriate boundaries

Education and Experience Requirements:

- Four-year degree or higher in human services field, business management, or related field
- Five (5) years' experience in public or non-profit agencies as an Executive Director or Program Director
- At least 2 years' professional experience working with children and families
- Successful completion of a pre-employment criminal record, sex offender registry, fingerprinting and drug screen
- Access to reliable transportation, have a valid operator's license and proof of valid vehicle insurance

Preferred Education and Experience:

- Master's Degree is preferred
- Knowledge, training and experience with individuals who have experienced trauma
- Knowledge and experience working with the child welfare system
- Cultural and linguistic competency in the Spanish language and working with Hispanic/LatinX communities
- Current First Aid/CPR Certification

DEADLINE:

Position start date: Earliest availability. Position opened until filled.

SUBMISSION:

- No phone inquiries, please.
- Submit cover letter and resume to:
Attn: Hiring Coordinator
Email: lmgray1513@outlook.com