



Job Position Opening: Executive Director

Date posted: 8.23.22

The Children's Advocacy Center of Franklin County and North Quabbin (CACFNQ) is looking for an energetic, passionate individual to lead our team as the Executive Director. This is a full-time, benefited position, where the right candidate can continue the growth and development of this important human service agency in its mission to prevent and end child abuse in our community by providing safety, healing and justice. The Executive Director is charged with carrying out the purposes, policies, and programs of the CAC to meet its mission, as determined by the Board of Directors. The Executive Director oversees the management of all programs, personnel, and finances, while also serving as the Center's representative to the community.

The CACFNQ provides a coordinated, multi-disciplinary, and humane approach to the investigation, treatment and prosecution of cases of child abuse in a facility that minimizes trauma and anxiety for the child victim and maximizes the collective efforts of the professionals. The approach is through a multidisciplinary team consisting of Department of Children and Families workers, police, medical and mental health professionals, prosecutors, and victim advocates. The goal of the CACFNQ is to reduce the stress experienced by child victims of abuse and their non-offending family members throughout the investigation and intervention process. The Executive Director is the head of this organization, supervising staff, directing development efforts, engaging in outreach with the community, and interacting with the Board of Directors.

Job Qualifications

- Bachelor's Degree in appropriate related field.
- Advanced Degree Preferred.
- Minimum of five years' experience in administration and management in human services or related field.
- Experience working with a volunteer board of directors is preferred
- Interest and passion in multidisciplinary response to child abuse
- Excellent interpersonal skills to work effectively with many different constituencies.
- Strong leadership and managerial capability and the ability to evaluate and develop personnel.
- Excellent written and verbal communication skills and a collaborative management approach is required.
- Analytical ability and resourcefulness, as required in developing and implementing progressive plans, policies and programs.
- Excellent problem-solving skills.
- Previous experience in community outreach and enthusiasm for CAC's mission.
- Strong commitment to diversity, equity and inclusion
- A history of raising funds and the ability to excel in grant writing and administration of grants.

- An excellent internal and external communicator, who is comfortable in building/maintaining relationships with employees and community members.
- The ability to inspire confidence, lead others, and capture the attention and interest of diverse groups.
- Strong public speaking ability and excellent writing skills.
- Basic knowledge of non-profit fiscal management.
- History within the CAC field a plus.

CACFNQ is an accredited member of the National Children's Alliance. It is an independent, non-profit corporation funded by community donations and grants (federal, state, county, and city) specifically to (1) prevent "system" re-traumatization of child abuse victims, (2) provide a multidisciplinary team approach to address the needs of child abuse victims, and (3) to educate the community to prevent child abuse.

The program's approach facilitates communication among the multidisciplinary team of agencies that investigate and prosecute child abuse. It provides a safe, child-friendly facility which is designed for abused children and the agencies involved in child abuse investigations. The CAC current annual operating budget is approximately \$550,000 and under the leadership of the new Executive Director, it will continue to increase mental health services.

SALARY AND BENEFITS:

- The salary range for this full-time position is between \$75,000-\$82,500, commensurate with qualifications and experience
- Employees of CACFNQ are eligible for insurance benefits

TO APPLY: Email cover letter and resume to Bill Benson: Info@cacfranklinnq.org or mail to: CAC, PO Box 1099, Greenfield MA 01301. More information and the full job description can be found at the CAC website.

