

**St. Clair County Child Abuse/Neglect Council, Inc.
Blue Water Area Child Advocacy Center**

Announces the following job opening

APPLY TO:

SCCCAN/BWACAC, Attn: Debra Johnson, Board President
3111 Electric Ave.
Port Huron, MI 48060
810-966-7876 - Lori Gauthier or email to lgauthier@scccmh.org

Applications must be received by 4:30 p.m. on August 18, 2017.

POSITION: Executive Director

SALARY & BENEFITS: Commensurate with experience and qualifications

ESSENTIAL FUNCTIONS:

- Reports to and is staff of the Board of Directors
- Provides leadership and visioning for SCCCAN/BWACAC
- Committed to the Vision/Mission of SCCCAN/BWACAC
- Oversees work plan and reports to the Board monthly as directed.
- Accountable for identifying and responding to the Board and organizational priorities.
- Provides oversight and supervision for staff and volunteers, including training and scheduling.
- Spokesperson and representative in the community
- Completes all 501 (c)(3) reporting and requirements.
- Responsible to oversee Fund Development initiatives
- Oversee and participate in all fundraising activities.
- Maintain all certifications/licenses/accreditation necessary for the operation of the program.

REQUIRED QUALIFICATIONS

Minimum qualifications:

Technical Skills

- Bachelor's degree in related field
- Organizational skills
- Ability to ask for and receive grants, donations, etc.
- Active participant in community events and local agencies, etc.
- Knowledgeable of community resources

Behavioral Skills

- Flexibility in problem solving, using discretion
- Deal with unexpected situations effectively
- Use ingenuity in adapting, altering or improvising
- Exerting influence in work area, be a work leader
- Provide, exchange and explain information which conveys facts, opinion or evaluation
- Develop and maintain effective work relationships, communication with new, established or non-receptive audiences through tact, diplomacy and persuasion
- Ability to maintain confidentiality
- Ability to work compassionately with victims of crimes

Preferred Qualifications

- Master's degree in related field
- Awareness of political variables
- 3-5 years experience working with children and families
- Grant writing skills
- Knowledge of MDHHS Children's Protective Services department
- Familiarity with the criminal justice system
- An understanding of the forensic interview process