



CLEAR CREEK COUNTY ADVOCATES

POSITION: EXECUTIVE DIRECTOR

SALARY: \$75,000-\$90,000 + \$6000 health benefit

JOB TYPE: Full-time Exempt

OFFICES: Georgetown, Idaho Springs

SUMMARY

The Executive Director (ED) for the Clear Creek County Advocates (CCCA) is responsible to ensure assistance to all victims of violence and trauma through direct contact with victims throughout Clear Creek County. The ED is immediately accountable to the Board of Directors and the Board President for the overall administration of the organization and direct services to clients, as well as community awareness and education. The position also requires management, engagement and oversight with grants and grant applications, as well as general financial oversight. The ED will supervise and direct the CCCA staff, which may include an Associate Director (AD), a Victims' Services Coordinator and/or an Administrative Assistant (AA).

QUALIFICATIONS

- ❖ Bachelor's degree, High school diploma
- ❖ Human services or related field course study
- ❖ Victim services experience preferred
- ❖ Equivalent combinations and experience may be considered
- ❖ Ability to use standard office equipment, computer equipment and software including word processing, database management, spreadsheet, Adobe
- ❖ Knowledge of social media and ability to use platforms to increase marketing
- ❖ Valid Colorado driver's license
- ❖ Ability to supervise, direct and train employees and volunteers
- ❖ Ability to listen well and communicate effectively
- ❖ Ability to establish and maintain effective working relationships
- ❖ Ability to cope effectively in highly stressful or traumatic events
- ❖ Pass background check

RESPONSIBILITIES

Administration

- Responsible for all administrative operations of the agency.
- Overseeing the confidentiality of all client records.
- Responsible for overseeing staff and volunteers in developing, maintaining, and using the systems and resources available to ensure effective operation of the organization.
- Foster a fair and inclusive work environment for staff and volunteers.
- Work with the Board of Directors to create, develop and implement goals and objectives to meet the agency's mission statement.
- Develop, present and coordinate with the Board of Directors to implement a strategic plan annually.

Financial

- Prepare annual budget to be reviewed and approved by Board of Directors.

- Collaborate with the AD/VSC regarding daily financial responsibilities and disbursement of agency funds.
- Oversee banking procedures, maintain accounting system and report any discrepancies to Board of Directors.
- Coordinate with Board Treasurer to monitor spending and assure that CCCA stays within budget.
- Prepare and report financial status monthly to the Board of Director.
- Supervise AD/VSC and AA in maintaining statistics required by funding providers.
- Review research provided by AD/VSC on all funding opportunities; develop, write and submit grant applications.
- Responsible for oversight of financial management of grants.
- Oversee tracking of statistical data to support grant proposals and reports.
- Responsible for overseeing program fundraising.

Program Management

- Provide accessible, culturally relevant, trauma-informed direct services to victims of crime and trauma.
- Become trained in advocacy, including a shadow period, then provide victim services during normal working hours.
- Oversee on-call coverage procedures; support the AD/VSC in developing an on-call schedule to ensure fairness with staff.
- Responsible for the recruitment, retention, supervision and review of staff.
- Recommend compensation and benefit policies to Board of Directors.
- Ensure training is at appropriate levels for staff and volunteers.
- Oversee volunteer program; support the AD/VSC in managing the volunteer program.
- Develop and foster relationships with other community agencies, allied partners, law enforcement, judicial branch, human services and mental health.
- Spokesperson for the organization, educating the community on CCCA.
- Spearhead new community relationships and conduct trainings and awareness campaigns.
- Develop and implement training for law enforcement and other first responders regarding victimization.
- Support all aspects of development, training, recruitment of Board members.
- All other duties assigned by the Board of Directors.

INSTRUCTIONS TO APPLY

Submit the following materials to advocates@clearcreekadvocates.us:

- A current resume.
- A cover letter that specifically tells us why you are interested in the position and how your background and experience align with the position.

We may request references at a later time.

Clear Creek County Advocates is an Equal Opportunity Employer and does not and shall not discriminate on the basis of income, actual or perceived sex, including gender identity, gender expression, religious beliefs, actual or perceived sexual orientation, immigration status, age, race, creed, ethnicity, color, national origin, marital status, spoken language, disability, or military status in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients and all will be treated with dignity and respect.