

Arizona Child & Family Advocacy Network (ACFAN)

Executive Director Position Description

Position Title: ACFAN Executive Director **Status:** Part Time **Salary:** \$35,000-\$40,000

Qualifications: Minimum of a Bachelor's Degree in human services, management or business, or health related field with experience working with training, marketing, community outreach, and fund raising. Must have excellent human relations skills within a management setting; able to handle complex problems while creating a team building atmosphere; possess excellent written and communication skills; be able to arrange and conduct meetings and training activities; present information to various government and non-profit entities; familiar with child protection service protocols and Arizona Revised Statutes; research resources for the State Chapter (financial, educational, and in-kind); knowledge of statewide community resources and the advocacy center model.

Responsibilities: Uphold ACFAN's mission of supporting the establishment, sustainability and improvement of advocacy centers that serve child and adult victims of interpersonal violence in the State of Arizona; Maintain and develop community awareness regarding the multidisciplinary advocacy model in all counties of Arizona; help maintain ACFAN budget and financial transactions; arrange network and Board of Director's meetings; facilitate newly-establishing CAC's requests for information and development; develop programs to help CAC's achieve and maintain standards for accreditation and to mentor new CAC's; oversee ACFAN's strategic plan and business map; submit grant applications (NCA, WRCAC, Foundations etc.) and follow up reports; handle all registrations for training and conference sponsored events by ACFAN and WRCAC; supervision of the outreach coordinator position; and active in legislation changes affecting children and member centers.

Duties:

- In partnership with the ACFAN Board President, create agenda for Executive Board monthly and quarterly meetings
- Maintain financials in QuickBooks software including bank and credit card reconcile
- Track and report bi-annual statistics from membership centers
- Update by-laws, Employee handbook, Policy/Procedures etc.
- Research and apply for all types of funding opportunities on behalf of ACFAN
- Perform administrative duties including preparing reports, writing grants, grant dissemination to member CAC's, submitting invoices, preparing newsletters, maintain website, assist with annual audit, and other operational requirements
- Work with ACFAN Executive Board to develop strategic initiatives and committees
- Perform other duties as directed by the Executive board of ACFAN

ACFAN is an Equal Opportunity Employer

Send resume to dmadeya@glendaleaz.com

