



## **Children's Advocacy Centers of Washington (CACWA) is Hiring!**

To further support its mission and the growing network of CACs across the state, CACWA is seeking a full-time Associate Director. The Associate Director will collaborate with the Executive Director to oversee and support various tasks related to the organization's operations, strategic plan implementation, and overall performance. The Associate Director will play a vital role in CACWA's efforts to support, sustain, promote, and grow CACs and their multidisciplinary partners statewide.

### **About the Organization**

Children's Advocacy Centers of Washington (CACWA) is a membership organization that supports the development, growth, and sustainability of Children's Advocacy Centers (CACs). As an accredited State Chapter of the National Children's Alliance (NCA), CACWA works with CACs and multidisciplinary partners (MDTs) across the state to facilitate a coordinated response to allegations of child abuse.

CACWA's mission is to promote a collaborative response to child abuse, reach all victims, and reduce trauma by advancing the work and mission of Children's Advocacy Centers. To achieve that mission, CACWA supports professionals in the field through training, technical assistance, research, funding, and advocacy.

### **Position Purpose**

The Associate Director partners closely with the Executive Director to shape and implement the organization's strategy, including oversight of initiatives, operations, and fiscal management. Key responsibility areas include:

- Operational planning and support
- Program planning and oversight
- Human resources and compliance
- Fiscal planning, contracts, and reporting
- Community relations, education, and advocacy

### **Required Qualifications**

- Associate or bachelor's degree, preferably in social service, public health, public administration, child development, or criminal justice field.
- Understanding of the CAC Model and/or experience with the multidisciplinary team approach to child abuse.
- 3+ years of related experience required, with supervisory experience preferred.
- Contract administration and/or grant writing experience a plus.

### **Salary and Benefits**

Starting salary for the Associate Director is \$73,000/year. CACWA offers a competitive benefits package that includes a QSEHRA plan for all full-time employees, paid vacation, sick leave, and eleven paid holidays (including one personal day for use at employee discretion). CACWA also matches employee contributions to an IRA up to a level of 3%.

**To apply please submit your resume with a cover letter to [director@cacwa.org](mailto:director@cacwa.org) by June 16, 2023.**

CACWA is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender, identity, status as a veteran, and basis of disability or any other federal, state, or local protected class.

To Learn More about our work - CACWA: [www.cacwa.org](http://www.cacwa.org); NCA: [www.nationalchildrensalliance.org](http://www.nationalchildrensalliance.org)

## **Associate Director Detailed Job Description**

### **Operational planning and Support**

- Collaborate with the Executive Director to:
  - Sustain, promote, and grow CACWA programs & services.
  - Implement an operational plan which incorporates goals and objectives that drive the strategic direction of the organization.
  - Ensure the operation of CACWA meets the expectations of its members, Board, and funders.
- Ensure organizational policies and procedures comply with applicable local, state, and federal laws.
- Support board and membership committees as assigned.
- Oversee the efficient and effective day-to-day operation of CACWA.

### **Program planning and oversight**

- Monitor the day-to-day delivery of the programs and services of CACWA to maintain and improve quality.
- Assist with the planning, implementation, execution, and evaluation of CACWA programs and services and special projects.

### **Human resources and compliance**

- Assist with hiring and training of new employees.
- Ensure all Chapter staff have a background check and approved status and provide orientation for all staff and ensure appropriate training is provided.
- Implement a performance management process for all staff which includes monitoring the performance of staff on an ongoing basis and providing needed support.
- Coach and mentor staff as appropriate to improve performance.
- Assist with conducting performance evaluations that are timely and constructive.

### **Fiscal planning, contracts, and reporting**

Work with the Executive Director to secure adequate funding for the operation of CACWA.

- Research funding sources, assist with the development of fundraising plans, and write funding proposals and grants to increase the funds of the Chapter.
- Ensure that sound bookkeeping, accounting procedures, and contract monitoring requirements are followed (by working with our Contracts and Finance Manager).
- Help administer funds of the organization according to the approved budget and monitor the monthly cash flow of expenses.
- Assist with the administration of subcontracts for existing and new grant opportunities that support CACs to maintain compliance and meet fiscal and reporting requirements.
- Ensure that the organization complies with all federal and state legislation covering 501(c)3 status and that proper documentation is presented to IRS including all taxation forms.

### **Community relations/advocacy**

- Maintain good working relationships with CACWA members and partners, including funders, local and state government officials, legislators, and other organizations to help achieve the goals of CACWA.
- Communicate with CACWA members, stakeholders, funders, legislators, and other key stakeholders to keep them informed of the work and progress of CACWA.
- Acts as a proxy for the Executive Director as needed.
- Collaborate with the Executive Director to promote funding investments and state/federal policies that support what work of CACs and MDTs.

**Skills/Abilities**

- Ability to use a computer; proficiency in Microsoft Word, Excel, Adobe Acrobat, PowerPoint, Access, Outlook, and online video conferencing platforms (i.e., Zoom, Teams, Go to Meeting)
- Exceptional verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Ability to prioritize and delegate tasks.
- Ability to travel statewide.

**Required Certifications & Licenses**

- Access to reliable transportation and a valid Washington driver's license or identification card.
- Auto insurance in the amounts required by the State of Washington.
- Acceptable completion of a background check including criminal and credit history.
- Employment is dependent upon the successful completion of a background check, including criminal and child protection clearances.

**Physical Requirements**

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift fifteen pounds at times.