

Executive Director, Dawson Place Child Advocacy Center, Everett, WA

Dawson Place Child Advocacy Center, a nationally accredited nonprofit serving Snohomish County, Washington, is seeking a full-time **Executive Director** to serve our clients and community as we raise awareness and drive healthy outcomes for abused children.

Who We Are

Dawson Place Child Advocacy Center is the primary provider of comprehensive services for abused children in Snohomish County. Operating under the nationally recognized Child Advocacy Center (CAC) model, the organization co-locates five essential response agencies within a single, child-friendly Center. Since its inception, Dawson Place has served over 20,000 children and families through a multidisciplinary approach that integrates forensic interviews, medical evaluations, trauma-informed mental health therapy, victim advocacy, protective services, and legal coordination. This multidisciplinary approach not only strengthens investigations and outcomes—it significantly reduces additional trauma for children and families during one of the most difficult times of their lives.

Position Summary

The **Executive Director** is the chief executive officer of Dawson Place Child Advocacy Center and is responsible for advancing the organization's mission, strategic priorities, financial sustainability, operational excellence, and community impact. Reporting to the Board of Directors, the Executive Director provides leadership to staff, oversees multidisciplinary partnerships, ensures compliance with accreditation and funding requirements, and serves as the organization's primary ambassador to donors, community stakeholders, government agencies, media, and the public. This role is ideal for someone who thrives while readily shifting from strategic to tactical throughout the day.

Key Areas of Accountability

Strategic and Organizational Leadership

- Lead implementation of the Board-approved strategic plan and organizational priorities.
- Ensure compliance with National Children's Alliance (NCA) accreditation standards and oversee successful reaccreditation efforts.
- Evaluate organizational performance and implement continuous improvement initiatives to strengthen service delivery and operational effectiveness.
- Advise and support the Board of Directors on strategy, governance, risk management, and organizational performance.

Program and Service Oversight

- Provide executive oversight of all child advocacy center services, including forensic interviewing, victim advocacy, medical evaluations, and trauma-informed mental health services.

- Ensure services meet quality standards, contractual obligations, and accreditation requirements.
- Be willing to step in and perform day-to-day tasks to ensure the smooth operation of the organization as needed.
- Monitor program outcomes and utilize data to improve service effectiveness and community impact.

Multidisciplinary Team Leadership

- Lead and strengthen partnerships among law enforcement, child protective services, prosecutors, medical providers, mental health professionals, and other MDT partners. While direct supervision includes 6 staff, your reach will include more than 70 other co-located associated agency staff.
- Ensure interagency agreements, protocols, and collaborative practices remain current and effective.
- Facilitate resolution of cross-system challenges to support coordinated responses for child victims and families.

Financial Stewardship

- Develop and manage the annual operating budget in partnership with the Board.
- Ensure sound fiscal management, regulatory compliance, accurate financial reporting, and successful completion of annual audits.
- Cultivate and maintain relationships with donors, grant funders, and community supporters to ensure long-term organizational sustainability.

Talent and Culture

- Recruit, develop, and retain a high-performing team aligned with the organization's mission and values.
- Establish performance expectations, provide leadership development opportunities, and foster a culture of accountability, collaboration, and inclusion.
- Ensure compliance with personnel policies, employment laws, and best practices in nonprofit management.
- Oversee maintenance and management of all facilities.

Board and Community Relations

- Serve as the primary liaison to the Board of Directors and provide timely reports on organizational performance, finances, and strategic initiatives.
- Act as the public face of Dawson Place, building awareness, advocacy, and support throughout Snohomish County.
- Represent the organization with elected officials, community leaders, partner agencies, media, and statewide and national CAC organizations.

Success Measures (First-Year Expectations)

- Maintain full NCA accreditation compliance.
- Achieve approved budget targets and funding goals.
- Strengthen MDT engagement and partner satisfaction.

- Improve program outcome measurement and reporting.
- Maintain high staff retention and engagement.
- Advance strategic plan objectives approved by the Board.

Qualifications

- Bachelor's degree in a related field preferred; equivalent combination of education, training, and nonprofit leadership experience considered.
- Knowledge of child abuse response, including sexual abuse, the criminal justice system, and trauma-informed care; Child Advocacy Center experience preferred.
- Demonstrated leadership, communication, presentation, and problem-solving skills.
- Ability to represent the organization with professionalism and credibility.
- Strong organizational skills and ability to manage competing priorities (both strategic and tactical) in a dynamic environment.
- Experience leading programs, measuring outcomes, and driving organizational performance.
- Supervisory and management experience in a nonprofit or human services setting.
- Experience with budget development, financial oversight, and resource management.
- Success working across multidisciplinary teams and partner agencies.
- Strong relationship-building skills with diverse stakeholders, clients, donors, media, and community partners.
- Self-directed, resilient leader with sound judgment and the ability to perform effectively under pressure.
- Commitment to diversity, equity, inclusion, and cultural responsiveness.
- Commitment to Dawson Place's mission, vision, and strategic priorities.
- Valid driver's license and ability to travel locally as needed.

Compensation: Target salary range: \$140,000 - \$175,000. Exceptionally well-qualified candidates may be compensated above this range.

Interested applicants can submit a letter of interest and resume to hr@dawsonplace.org. Position is open until filled.

Dawson Place promotes equal treatment and equal employment opportunity to all applicants and employees regardless of race, creed, color, national origin, sex, religion, age, marital status, sexual minority status, sexual orientation, veteran status, or disability, unless based on a bona fide occupational qualification.