

## Hope Haven Children's Advocacy Center Seeks Executive Director

*Hope Haven is a non-profit organization dedicated to advocating for victims of childhood trauma and abuse. It is our mission to be a haven of recovery and a path to justice for children and their families. For over 24 years, Hope Haven Children's Advocacy Center has played a vital role in serving abused and neglected children on the Mississippi Gulf Coast through community education, advocacy, and direct assistance to families.*

### EXECUTIVE DIRECTOR POSITION

Reporting to the Board of Directors, the Executive Director has overall strategic and operational responsibility for executing the mission of Hope Haven Children's Advocacy Center in Waveland, MS through its business and program development. The Executive Director possesses/maintains a deep knowledge of the field, core business activities and programs, operations, while overseeing the development of its plans and strategy.

Hope Haven's Executive Director should possess a combination of business acumen, fundraising, organizational and programmatic skills while demonstrating strategic thinking, flexibility and a passion for sustainability initiatives. In addition, the ED is a compelling and passionate advocate of the mission of Hope Haven CAC and its programs and vision.

### RESPONSIBILITIES

**1. Organization Mission and Strategy:** Works with the Board to guide the organization and ensure that its mission is fulfilled through programs, strategic planning and community outreach

- Responsible for oversight of Hope Haven's Program Directors, ensuring the stability and/or growth of programs in keeping with the mission, vision and programmatic priorities.
- Responsible for strategic planning to ensure that Hope Haven CAC can successfully fulfill its mission into the future.
- Works closely with the Board of Directors in order to fulfill the organization's mission.
- Responsible for leading Hope Haven CAC in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

**2. Financial Performance, Business Development, Fundraising and Viability:** Develops existing and new resources sufficient to ensure the continued financial health of the organization

- Responsible for maintaining and expanding Hope Haven's short- and long-term strategic planning, including ensuring the organization's financial resiliency and viability through the maintenance and expansion of its earned income activities.
- Responsible for identifying and pursuing/overseeing fundraising opportunities, grant proposals and developing other tools and resources necessary to support Hope Haven's operations & mission.
- Responsible for assisting with the fiscal integrity of Hope Haven CAC, to include working at the direction of the Board of Directors. This position develops and submits to the Board a proposed annual budget and monthly financial statements, which accurately reflect the financial state of the organization.
- Responsible for assisting with the fiscal management that operates within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.

### **3. Community Engagement**

- Responsible for taking the lead in collaborating with municipal partners, to gain a deeper understanding of our community's strengths and needs, with the goal of identifying where Hope Haven and its various programs can play a significant role in offering greater service to our community.
- Responsible for being the chief communicator, public speaker, face of, and number one representative of the organization.
- Responsible for assisting the Board with establishing and maintaining relationships with various organizations, being active and visible in the community, and by working closely with other professional, civic and private organizations to strategically enhance Hope Haven CAC and its mission.

**4. Board Governance:** Works closely with the Board of Directors in order to fulfill the organization's mission

- Responsible for leading Hope Haven CAC in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

**5. Organization Operations:** Works with and oversees the operations and business development department(s) to ensure that resources and business opportunities are maximized

- Responsible for development and oversight of Hope Haven's Operating Plan.
- Oversight of programs, staff, general business development.
- Responsible for preparing and presenting monthly reports to the Board on the organization's activities and progress in achieving its mission and reaching its financial objectives.

## **PROFESSIONAL QUALIFICATIONS**

### **Leadership and Industry Experience**

- Passion for and or experience working in the field of prevention of child abuse and protection of children.
- Knowledge of evolving opportunities and educational resources available to further our mission.
- Willingness to reach out regionally and nationally to other nonprofits to share resources and new information in the field of child protection.
- Ability to promote and sustain a positive work culture among a diverse staff.
- A leadership style that encourages teamwork, collaboration, staff development, and effective delegation while inspiring and motivating all parties.
- Skills to collaborate with, support and motivate all internal stakeholders including board members, staff and volunteers.
- Proven ability to build and foster internal and external relationships with people from various cultural and socio-economic backgrounds.
- Strong public speaking ability.

### **Nonprofit Management**

- Proven management and leadership skills and with at least four years' experience in non-profits, preferably in the fields of child abuse and neglect or other protective services for at risk people.
- Ability to foster effective communications, collaboration, and dialogue between staff and Board members.
- Demonstrated ability to interact professionally with dedicated Board and staff members who have diverse professional skills and perspectives.

## **Community Engagement**

- Demonstrated experience and familiarity with municipal operations and/or public administration with the goal of promoting collaboration among municipal partners.
- Experience developing a strong community presence with an ability to speak to a variety of diverse constituents and stakeholders in the public and private sectors.
- Proven ability to raise the visibility of the organization by articulating an inspiring vision and engaging critical stakeholders.
- Ability to convey a vision of Hope Haven's strategic future to any staff, board, volunteers and donors.
- Excellent communication skills, with proven ability to write and speak articulately and persuasively.

## **Financial Performance and Viability**

- Prior success in fundraising with a history of building and maintaining strong donor and funder relationships.
- Experience identifying, securing, and managing government grants and contracts, as well as corporate sponsorship partnerships.
- Solid, hands-on, budget management skills, including budget analysis, decision-making and reporting.

## **Organization Strategy and Program Operations**

- An understanding of setting and implementing organizational strategy and managing through growth and change.
- Strong organizational abilities including planning, delegating, and overseeing program development.
- Media acumen with demonstrated experience managing strong and compelling internal and external communications through digital media.
- Proficient knowledge of office productivity tools.

## **Education**

- Bachelor's degree required, advanced degree in a relevant field preferred.

## **Diversity**

- Hope Haven is an equal opportunity employer and seeks qualified candidates regardless of race, color, religion, sex, national origin, disability and/or age.

**Compensation**

- The successful candidate will be offered a competitive compensation package. Relocation expenses will be considered for the right candidate.

**Location & Commitment Expectations**

- This is a full-time position located in Waveland, Mississippi on the Mississippi Gulf Coast.

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**Application deadline:** October 15, 2020

**Email cover letter and resume to:** [APPLICATIONS@HopeHavenCAC.org](mailto:APPLICATIONS@HopeHavenCAC.org)