

**EI PASO CENTER FOR CHILDREN
EXECUTIVE DIRECTOR
JOB DESCRIPTION**

**Position Opening – March 1, 2016
Executive Director - El Paso Center for Children, Inc.**

The Board of Directors of the El Paso Center for Children is initiating a search process to replace its Executive Director, who will retire in 2016.

For nearly 100 years, the Center for Children has provided residential and non-residential services to child victims of abuse and neglect, runaway and homeless youth, and youth and families that are at risk of separation. Its current programs include:

- A state-licensed General Residential Operation that provides emergency shelter care for unaccompanied youth ages 12 - 17
- A state-licensed Child Placing Agency that provides family-based therapeutic foster care for children newborn to age 21
- A safe haven and case management services for youth and adult victims of human trafficking
- Non-residential counseling and skill-building services for at-risk youth and their families
- Home visiting, parenting education, and related support services for families with children under age 6.

These programs rely on a broad mix of federal, state, and local government and private funds, as well as close partnerships with other community agencies that support the Center's mission.

Interested applicants should submit their resumes and salary histories by email only to the attention of the Search Committee at EDSearch@epccinc.org. The closing date for applications is March 31, 2016.

The El Paso Center for Children, Inc. is a not-for-profit human service organization that is dedicated to protecting children and strengthening families in El Paso County through a broad range of child and family-centered programs and services. The Center's mission is to ensure that every child has a safe home, a stable family, and a chance to grow to a healthy and productive adulthood.

Position Title: Executive Director

Reports to: Board of Directors

I. Job Summary

The Executive Director serves as the Center's chief executive and, in partnership with the Board, is responsible for the Center's overall success. Together, the Board and Executive Director assure the accomplishment of the Center's mission and vision and the relevance and accountability of its services to its diverse constituents.

The Board delegates responsibility for management and day-to-day operations to the Executive Director, and s/he has the authority to carry out these responsibilities in accordance with the strategies, direction and policies established by the Board.

II. Required Competencies

Leadership: The Executive Director serves as a role model providing effective and inspiring leadership for the organization; shares the Center's values and mission; consistently displays vision and integrity; and looks to the future to respond to changing community needs.

Management: The Executive Director has knowledge of and experience in management and administration, as well as excellent oral and written communications skills.

III. Accountability and Responsibility

A. Accountability

The Executive Director is accountable to the Board for overall Center performance, including:

- assuring program quality and organizational stability;
- ensuring the Center's fiscal integrity, growth and stability; and,
- maintaining compliance with local, state and federal laws and regulations, licensing standards, contractual requirements.

B. Responsibility

Board Support: The Executive Director supports the Board's decision-making through research, reporting, and staff assistance that help the Board:

- to articulate the Center's values, mission and vision, strategic goals, policies and procedures, and organizational work plans;
- to monitor and evaluate the Center's responsiveness to community needs;
- to understand the challenges and opportunities the Center faces, and the options available to address these; and,
- To effectively and efficiently use Board member resources.

Organizational management: The Executive Director provides general oversight of all Center activities and assures a smoothly functioning, efficient organization by:

- providing leadership to staff by operationalizing the broad goals adopted by the Board; and by establishing operating policies and procedures to achieve those goals; and,
- developing a high performance, mission-driven team.

Program development: The Executive Director continually improves the quality and capacity of the Center's programs and services by:

- strategically exploring and responding to program and funding trends; and,
- developing new initiatives and partnerships to support current operations.

Fundraising and fund development: The Executive Director develops a strong and diverse funding base for the Center by:

- pursuing grants and other funds that increase the Center's ability to meet client needs;
- cultivating and maintaining ongoing relationships with major donors; and,
- ensuring an effective, ongoing fund development program.

Community relations: The Executive Director has a civic presence and facilitates the integration of the Center into the fabric of the community by:

- serving as the Center's chief spokesperson and promoting community awareness of the Center.

- initiating, developing, and maintaining cooperative relationships with key constituencies; serving as the Center's principle liaison with relevant governmental entities;
- monitoring the legislative and political trends that could have implications for the Center and the people it serves; and assuring the Center's involvement in local, state, and federal policy-making that affects the Center's mission.

IV. Qualifications

Skills: Ability to think strategically; excellent interpersonal, writing and public speaking skills.

Experience: Five to ten years of senior management experience dealing with administrative issues, financial management, and staff supervision are preferred.

Knowledge: An understanding of the nonprofit sector is also desirable.

Education: A Bachelor's degree is required; an advanced degree is preferred.