

**Lamoille County Special Investigation Unit
Job Description**

Executive Director

JOB SUMMARY: The Executive Director provides direction and oversight to the planning, development and management of the LCSIU and Child Advocacy Center. The Executive Director is responsible for supervising ongoing programs and operations, developing a strong funding base, representing the unit in the community and assuring effective working relationships among the various disciplines, departments, and agencies essential to the LCSIU's continued success. This is a part time position (approximately 20 hours per week).

JOB DESCRIPTION: The Executive Director reports to the LCSIU Board of Directors. Guided by policies to be established by the Board, her/his primary areas of responsibility include:

Administrative:

- Perform overall administrative tasks necessary to the effective operation of the unit.
- Implement Board policy and committee work plans.
- Oversee the Administrative Assistant position.
- Integrate and coordinate staff functions, delegate staff responsibilities, and supervise staff assignments as appropriate.
- Oversee office procedures, work flow and be familiar with internal filing and reporting systems.

Planning and Evaluation Functions:

- Initiate and maintain monitoring/evaluation systems for both programmatic and fiscal aspects of the unit.
- Schedule and facilitate monthly multidisciplinary team (MDT) meetings, create agenda and notify members
- Oversee system of data collection and case tracking
- Seek training opportunities for staff and all members of MDT

Working Relationship with Board:

- Initiate and work with the Board, officers and committee members on developing programs, guidelines and policies.
- Assist Board in recruitment and orientation of Board members.
- Assist in preparation for Board Meetings in cooperation with the Chair.
- Keep the Board informed about relevant developments in the sexual abuse and severe child abuse fields and other relevant developments that could possibly impact LCSIU.

Fiscal Functions:

- Prepare and recommend to the Board annual and quarterly (reports).
- Manage of the budget.

- Oversee all fundraising activities including grants, events, individual and corporate donor programs, with support of staff.
- Seek and apply for new grant sources and funding opportunities
- Assist the Board in community fund-raising.

Community Relationships:

- Act as a community liaison, representing the LCSIU in public relations and media activities.
- Network with community agencies, service providers and businesses to foster positive interagency working relationships.
- Collaborate with national, state and local organizations concerned with child abuse issues and services.

Public Relations:

- Seek media, print and broadcast opportunities (feature stories, interviews, and community calendars, press conferences) to promote the LCSIU
- Issue press releases, when appropriate.
- Utilize press kits, brochures, conference programs and annual reports as public relations tools.
- Develop and maintain a web site.
- Keep Board and partner organizations apprised of public relations efforts efforts.