



KIDS FIRST

a children's advocacy center

Executive Director Job Description

Reports to:	Board of Directors
Supervises:	Managing Director, Development Director, Finance Director, HR and Employee Experience Director, Medical Director, Therapy Director
Classification:	Exempt, full-time
Location:	Eugene, Oregon (in person, not remote)
Salary range:	\$120,000 to \$140,000

The Kids FIRST Executive Director (ED) provides strategic direction and leadership of the organization, under the direction of the Board of Directors. The ED, in collaboration with the leadership team, advances the organization's mission to support child safety and well-being.

Essential Duties and Responsibilities:

- Lead the process to shape Kids FIRST's strategic plan, engaging internal and external stakeholders, and establish, implement, monitor, and update associated operational plans and priorities.
- Provide oversight of Kids FIRST programs, services, operations, and facilities in accordance with plans and priorities, and ensure that the organization has the staff capacity and systems needed to effectively and efficiently support these.
- Work with the leadership team, ensuring that Kids FIRST operates in accordance with its policies and meets relevant legal and regulatory requirements, compliance standards, and contractual obligations; serve as HIPAA Compliance Officer.
- Develop the annual budget, working with the Finance Director; oversee financial controls and use of funds, and ensure sound management of financial assets.
- Foster collaboration, teamwork, and a culture of open and respectful communication, diverse viewpoints, constructive feedback, learning and professional growth at all levels of the organization.
- Continually find ways to integrate and expand Kids FIRST diversity, equity, and inclusion lens into all efforts and relationships.
- In partnership with the Development Director and Board of Directors, ensure a diversified fund development strategy and plan. Oversee fundraising and related tracking and reporting (of annual giving, major gifts, foundation and corporate giving, federal/state grants, and events). In collaboration with the Development Director, identify, cultivate, and steward major donors and solicit gifts.

- Serve as a spokesperson for Kids FIRST in public forums and with policy makers, community leaders, and the media. Build and maintain external partnerships that advance Kids FIRST's efforts. Represent the organization with stakeholder groups including the Multidisciplinary Team (MDT), Oregon Child Abuse Solutions, local chambers of commerce, schools, businesses, professional and community groups.
- Report regularly to the Board of Directors, ensuring that they are well informed of issues and developments; support Board engagement, development, and operations; perform other duties as assigned by the Board.

Qualifications:

- Six years of relevant leadership and management experience in human services, health care, law, business, or a related field.
- Excellent management and organizational skills, including developing and executing budgets, plans, policies and procedures.
- Proven skills in building high-performing teams and leading, delegating, coaching, and developing staff.
- Excellent written, oral, and public communications skills, with the capacity to engage multiple and diverse constituencies.
- Strong community engagement skills and high level of comfort serving as an official spokesperson for Kids FIRST in the community.
- Commitment to and experience in advancing diversity, equity, and inclusion.
- A successful track record of resource development. Ability to foster a culture of philanthropy, engaging board and staff members as partners in fundraising.
- Ability to work collaboratively with the multidisciplinary team (MDT) comprised of law enforcement, child welfare, medical personnel, district attorneys and other professionals.
- Legal expertise or experience with HIPAA compliance or healthcare management.

Preferred knowledge and skills:

- A Master's or advanced degree or additional work experience.
- Nonprofit experience, including working with and engaging a Board of Directors.
- Knowledge of the criminal justice and judicial system response to child abuse and neglect.
- Knowledge of the dynamics of child abuse and neglect.
- Knowledge of trauma-informed care and vicarious trauma.
- Bilingual English/Spanish.

Working Conditions:

- Able and willing to work a flexible schedule, including occasional evenings, early mornings, and weekends.
- Must have a valid driver's license.

This position requires the successful completion of a criminal history and child welfare background check prior to the start date.

Board approved: October 3, 2024