



# Children's Advocacy

A L L I A N C E

an independent voice  
for nevada's children

## Children's Advocacy Alliance - Executive Director

Nevada

The Board of Directors of Children's Advocacy Alliance (CAA) is seeking an experienced and passionate professional to serve as Executive Director.

### ORGANIZATION BACKGROUND

Children's Advocacy Alliance is an independent voice dedicated to achieving public policy wins in the areas of children's safety, children's health and school readiness in Nevada. CAA creates lasting change by tackling the biggest issues that kids and families face by:

- bringing people together to build consensus around priorities and to leverage our collective strength toward real reform;
- sharing research and information with people who make decisions impacting Nevada's children and families; and
- building public will through education, outreach and advocacy to solve expansive and chronic problems facing kids and families.

### POSITION DESCRIPTION

The Executive Director is the key management leader of the Children's Advocacy Alliance (CAA). The Executive Director is responsible for overseeing the administration, programs and strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board of Directors.

### DUTIES AND RESPONSIBILITIES:

Organization Mission and Strategy: Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.

- Responsible for implementation of CAA's legislative agenda, grants and programs that carry out the organization's mission.
- Responsible for strategic planning to ensure that CAA can successfully fulfill its Mission into the future.
- Responsible for the enhancement of CAA's image by being active and visible in the community and by working closely with other professional, civic and private organizations.

Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization.

- Responsible for fundraising and developing other revenues necessary to support CAA's mission, including grant writing and management.
- Responsible for the fiscal integrity of CAA, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.

Organization Operations: Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.

- Responsible for the hiring and retention of competent, qualified staff.
- Responsible effective administration of CAA operations.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

Board Governance: Works with board in order to fulfill the organization mission.

- Responsible for leading CAA 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.

## **QUALIFICATIONS**

- A bachelor's degree, preference for doctorate or master's, depending on experience.
- Expertise in at least one of CAA's priority areas: children's health, school readiness and/or child welfare and safety.
- Demonstrated ability to read, interpret and draft legislation. A strong understanding of Nevada's legislative process preferred, or extensive experience in another state.
- Demonstrated experience in writing, securing and managing grants.
- Transparent and high integrity leadership.
- Five or more years senior nonprofit management experience.
- Five or more years public policy and/or legislative experience.
- Experience and skill in working with a Board of Directors.
- High level strategic thinking and planning. Ability to envision and convey the organization's strategic future to the staff, board, volunteers and donors.
- Ability to effectively communicate the organization's mission to donors, volunteers and the overall community.
- Demonstrated ability to oversee and collaborate with staff.
- A history of successfully generating new revenue streams and improving financial results.
- Active fundraising experience. Excellent donor relations skills and understanding of the funding community.
- Previous success in establishing relationships with individuals and organizations of influence including funders, partner agencies and volunteers.

- Solid organizational abilities, including planning, delegating, program development and task facilitation.
- Strong financial management skills, including budget preparation, analysis, decision making and reporting.
- Strong written and oral communication skills.
- Strong public speaking ability.
- Strong work ethic with a high degree of energy.

#### **HOW TO APPLY**

The Executive Director is a full-time position based in either **Las Vegas or Reno, NV**. Children's Advocacy Alliance offers competitive compensation, commensurate with experience, and a benefits package.

To apply please send resume and cover letter (including salary requirements) to [lynn@purduemarion.com](mailto:lynn@purduemarion.com), subject line: CAA Executive Director.  
This announcement will remain posted until the position is filled.

**No phone calls please.**

Children's Advocacy Alliance values diversity and is an equal opportunity employer: women, minorities, and people with disabilities are encouraged to apply. Please note that only those individuals whose qualifications match the current needs of this position will be considered applicants and will receive responses from Children's Advocacy Alliance.

For more information about Children's Advocacy Alliance, please see our website: [www.caanv.org](http://www.caanv.org)