

The Mary Abbott Children's House [MACH] seeks an exceptional professional to fill an upcoming vacancy for Executive Director. The MACH Executive Director provides strong and visionary leadership for this agency, including coordinating key relationships among various governmental, funding and community organizational resources. This includes financial management, personnel management, HR duties, fund raising, long range strategic planning and ensuring that services are delivered in a quality, cost-effective manner in accordance with the mission, bylaws and Policies and Procedures of Abbott House. The MACH Executive Director oversees the daily management of administrative services and reports to a 15-member Board of Directors.

Founded in 1996, the former Child Abuse Response & Evaluation Center changed its name to The Mary Abbott Children's House in 2002 to honor the pioneering work of pediatrician Dr. Mary Abbott, an early local advocate for child abuse awareness. The mission of the Mary Abbott Children's House is to serve child victims of sexual and severe physical abuse and neglect through coordinated interagency investigation, intervention, education and advocacy.

The successful applicant will succeed retiring Executive Director Jeannine Baker, who has led the organization since 1998. Qualified candidates will hold a Bachelor's degree in a related field, a minimum of two years management and leadership experience (nonprofit preferred), fundraising experience with private, corporate and public donors, and ability to build successful collaborative and community relationships. Strong oral and written communication skills are a must. Preferred, attributes may include extensive program and staff management experience, and financial records management experience.

The MACH seeks applications from candidates representing diverse backgrounds and experiences.

Interested candidates should submit a resume, a letter of application and two letters of reference.

Application packets should to be sent to Ruth Beller, Search Committee Chair, to P.O. Box 6316, Norman, OK 73070 or email to online@abbott-house.org. Review of applications will begin October 1st. For more information, contact Jeannine Baker at 405-579-5800 or go to the MACH website at <http://www.abbott-house.org/>

Job Description for Executive Director Mary Abbott Children's House

POSITION TITLE: Executive Director

REPORTS TO: Mary Abbott Children's House Board of Directors

POSITION SUMMARY: The Executive Director has primary responsibility for carrying out the mission of the Mary Abbott Children's House [MACH] in coordinating community response to child abuse and enhancing community awareness.

The MACH Executive Director provides strong and visionary leadership for this agency, including coordinating key relationships among various governmental, funding and community organizational resources. This includes financial management, personnel management, HR duties, fund raising, long range strategic planning and ensuring that services are delivered in a quality, cost-effective manner in accordance with the mission, bylaws and Policies and Procedures of Abbott House. The MACH Executive Director oversees the daily management of administrative services and reports to the MACH Board of Directors.

ORGANIZATION PROFILE: Founded in 1996, the former Child Abuse Response & Evaluation Center changed its name to The Mary Abbott Children's House in 2001 to honor the pioneering work of pediatrician Dr. Mary Abbott, an early local advocate for child abuse awareness. The mission of the Mary Abbott Children's House is to serve child victims of sexual and severe physical abuse and neglect through coordinated interagency investigation, intervention, education and advocacy. As the premier child advocacy center for Cleveland County, OK, the MACH creates a child-friendly environment to carry out this sensitive work. Located in Norman, OK, the MACH brings professionals together in one location to investigate reported child abuse. The Center's site is in a newly renovated historic home located in a quiet neighborhood, providing an environment where the process of investigation becomes less frightening to a child.

RESPONSIBILITIES OF THE EXECUTIVE DIRECTOR INCLUDE:

1. Coordinate and assist the multi-disciplinary Child Abuse Response and Treatment (CART) Team with staffing cases, conducting interviews, and providing supportive services for abuse victims and their families.
 - Conduct monthly case review with all agencies with a role in child abuse response.
 - Ensure staffing and resources are in place to provide victim and family services.
 - Provide support to CART Team members as needed.

2. Coordinate training needs for CART Team and Staff as approved by the Board of Directors, and disseminate information appropriately to the Board of Directors and the community.
 - Assess team strengths and weaknesses and provide opportunities to build team components.
3. Take an active role, along with the Board of Directors, in fund-raising activities and grant applications to support and further develop the Abbott House.
 - Provide staff support for the capital campaign and fundraising committees.
 - Compile needed information for committee members.
 - Research grant opportunities.
 - Write grant applications and supervise compilation of grant packets.
 - Develop and present grant defense and presentations to funding membership.
 - Prepare information packets for foundation, corporate and individual funding requests. Be prepared to answer questions and provide education about agency history, child abuse issues and statistics, agency programs, and specifics of funding request.
4. Take an active role in the development of services for abuse victims and their non-offending family members.
 - Assess needs in the community.
 - Research victim and non-offending family member programs.
 - Develop programs to fill gaps in current community service.
 - Plan for program implementation including staffing and funding.
5. Ensure training of educators in the service area to identify child abuse, initiate appropriate response, and facilitate victim access to available services.
 - Ensure that educators in Cleveland County know that child abuse training is available.
 - Ensure training materials are prepared.
 - Coordinate team personnel and schedule requested training. Present as part of the CART Team.
 - Act as child abuse consulting resource for schools in service area.
6. Raise community awareness of child abuse and the goals and functions of the Abbott House by giving talks and presentations to appropriate groups in the community.
 - Be responsible for Abbott House image and credibility in community.
 - Act as spokesperson for agency regarding media and community presence.
7. Take an active role in planning, goal setting and budget projections.
 - Prepare annual and 3 year projected budgets for Finance Committee review.
 - Prepare and review budget-to-actual reports monthly and monitor agency funding and spending.

8. Manage the day-to-day finances and purchases for the Abbott House and report to the Treasurer.
 - Supervise ordering of supplies and payment of bills.
 - Provide monthly financials and support documentation for Treasurer.
9. Represent the agency on the local, state and national level.
 - Participate on Chamber of Commerce Business and Social Services Committee.
 - Participate in local civic club.
 - Participate in United Way of Norman activities and annual campaign.
 - Serve as board member for CACO (state chapter of child advocacy centers); currently on Finance Committee.
 - Serve as Chair of Membership for CACO.
 - Participate with National Children's Alliance.
10. Prepare an annual report for the Abbott House. Prepare periodic reports as required by funding sources.
 - Prepare annual report.
 - Monitor grant activity, assuring we remain within funding guidelines.
 - Prepare monthly, quarterly, bi-annual, and final reports as required by multiple funding sources.
11. Supervise the staff of the Abbott House.
 - Plan for staffing needs.
 - Recruit, screen, hire and train personnel.
 - Plan and facilitate staff development.
 - Conduct periodic and annual staff evaluations to include review, goal setting and planning for training needs and growth.
 - Hold staff meetings at least monthly to review, plan and coordinate Abbott House activities.
 - Plan for staff compensation as part of the budgeting process.
12. Administer other affairs of the agency as needed.
 - Plan and monitor health of the agency, to include financial viability, relevance to community need and future continuity of the agency.
13. Report to the Board of Directors.
 - Attend monthly Board meetings,
 - Prepare monthly ED reports for board,
 - Participate in many board committee meetings (Capital Campaign, Finance, Facility, Fundraising, Personnel, and occasionally Board Development).
 - Plan, participate, and prepare for monthly board meetings.

JOB REQUIREMENTS: The successful applicant will succeed retiring Executive Director Jeannine Baker, who has led the organization since 1998. Qualified candidates will hold

at least a Bachelor's degree, a minimum of two years management and leadership experience in nonprofit organizations, a proven track record in fundraising with private, corporate and public donors, and have evidence of successful collaborative and community relationships. Strong oral and written communication skills are a must. Preferred, but not required attributes may include extensive program and staff management experience, advanced degrees, and financial records management experience.

SALARY AND COMPENSATION: Salary is competitive and commensurate with experience.

APPLICATION GUIDELINES: The MACH seeks applications from candidates representing diverse backgrounds and experiences. Interested candidates should submit a resume, a letter of application and two letters of reference. Application packets should be sent to Ruth Beller, Search Committee Chair, to P.O. Box 6316, Norman, OK 73070. Review of applications will begin October 1, 2009, and will continue until position is filled. For questions, contact Jeannine Baker at 405-579-5800.