



## **Louisiana Alliance of Children's Advocacy Centers (LACAC)**

### **Executive Director –Full Job Description**

Position: Executive Director

Location: TBD

Job Type: Full-time

Classification: Exempt

Salary: Determined by Board of Directors

Reports to: Executive Committee of the Board of Directors

### **POSITION OVERVIEW**

Under the authority and direction of the Board of Directors, the Executive Director (ED) provides ethical, visionary, and collaborative leadership to advance LACAC's mission and strengthen Louisiana's Children's Advocacy Centers (CACs). The ED is responsible for statewide strategy, organizational management, resource development, and fostering strong partnerships to elevate the care and protection of children across the state.

The ED works closely with Member Center leaders, multidisciplinary teams, state officials, funders, and community partners to enhance awareness of child abuse, ensure high-quality services, and promote a unified, effective statewide response. This role requires exceptional strategic planning abilities, experience with federal/state/local/foundation funding sources, strong communication and leadership skills, and a commitment to ethical practice and collaborative decision-making.

## **ESSENTIAL FUNCTIONS**

### Statewide Leadership & Member Center Collaboration

- Lead and strengthen collaborative relationships with Member Center Executive Directors to promote shared initiatives, resource alignment, and consistent statewide service quality.
- Support CACs through mentoring, technical assistance, and development of systems that enhance care.
- Maintain strong relationships with officials, lawmakers, MDTs, and partners statewide.
- Serve as a statewide spokesperson and representative for CAC needs and issues.
- Strategic Planning & Organizational Advancement
- Partner with the Board to develop, implement, and update long-term strategic planning.
- Ensure ethical standards, strong internal controls, and effective administrative practices.
- Maintain compliance with nonprofit, financial, and grant requirements.

### **Board Relations & Governance**

- Maintain transparent partnership with the Board of Directors and Executive Committee.
- Support board recruitment and development.
- Provide high-quality information for governance and decision-making.
- Prepare agendas and materials for Board meetings.

### **Funding, Development & Financial Stewardship**

- Secure and manage funding from federal, state, local, and foundation sources.
- Lead fundraising efforts and cultivate partnerships.
- Oversee budgets, expenditures, and grant compliance.
- Oversee financial reporting and annual audits.

### **Marketing, Outreach & Statewide Awareness**

Updated 12/31/2025

- Lead communication strategies to elevate CAC visibility.
- Produce annual reports, newsletters, website content.
- Serve as spokesperson when appropriate.

### **Training, Technical Assistance & Statewide Initiatives**

- Partner with DCFS to plan statewide conferences and trainings.
- Provide leadership development and technical assistance.
- Support Centers in accreditation readiness and best practice implementation.

### **Staff Support & Administrative Responsibilities**

- Maintain personnel documentation and HR compliance.
- Mentor new Executive Directors.
- Visit Member Centers biennially.
- Participate in staff meetings and assist with major events.

### **COMPETENCIES**

- Ethical leadership and professionalism.
- Strong relationship-building, communication, and negotiation skills.
- Knowledge of CACs, MDTs, and maltreatment dynamics.
- Proven fundraising experience.
- Strategic planning and outcome measurement skills.
- Grant writing and compliance experience.
- Understanding of legislative processes.
- Experience in statewide or membership association leadership.
- Must have valid driver's license and pass extensive background check and screening.

### **PHYSICAL DEMANDS**

Requires standing, walking, hearing, reaching, climbing, kneeling, stooping, and lifting up to 25 lbs. Requires visual acuity for reading and computer use.

**WORK ENVIRONMENT**

Primarily office-based with occasional external work.

**POSITION TYPE & HOURS**

Full-time, Monday–Friday, 8:00 a.m.–5:00 p.m., with occasional evening/weekend hours.

**TRAVEL**

Primarily in-state; some out-of-state and overnight travel required.

**REQUIRED EDUCATION & EXPERIENCE**

Master's degree or higher with relevant management or child welfare system experience.