



child advocacy
centre niagara

Executive Director

Position Type: Full-time (35 hours/week), with a 6 month probationary period.

Salary Range: Commensurate with qualifications and experience

Application Deadline: January 27th, 2014

Location: St. Catharines – 8 Forster Street

Website: www.cacniagara.org

Child Advocacy Centre Niagara (CACN) is a safe place to tell your secrets for children and youth who have been physically abused, sexually abused, become the targets of internet child exploitation or who have witnessed violence. Opened in Fall 2008, the Centre serves Niagara's 12 municipalities, helping children and families cope with the life altering impact of child abuse. CACN's partners are Niagara Regional Police Services, Family and Children's Services Niagara, Family Counselling Centre Niagara and medical professionals.

The Executive Director's (ED) focus is one of strategic coordination, public communication and organizational management. Reporting to a volunteer Board of Directors, the ED is responsible for the management, organization and general administration of Child Advocacy Centre Niagara and the staff. The ED ensures the services and programs are in keeping with the mission and values of CACN, and ensures the financial health of the organization through fundraising and grant development.

Executive Director duties include, establishing positive working relationships and collaborating with staff, partners, funders, community groups, politicians and various levels of government to achieve CACN's fundraising and sustainability goals. The ED is the primary spokesperson for the organization and is the face of CACN in the community.

Qualifications and related experience:

- Post Secondary or Degree in Business, Marketing, Communications or equivalent
- Post secondary degree/diploma in child development, social work, human/social services is a key asset
- Minimum 3 years experience in a leadership role and non-profit management experience.
- Proven excellence and experience in the writing of funding and grant proposals.
- Past successes working with and report to a board of directors and the ability to work collaboratively with the Board, Partners and team.
- Working knowledge of employment legislation.
- Effective collaborator, strong leadership, creative and independent thinking
- Strong written and verbal communication skills.
- Proficient use of Microsoft Office (Word, Excel, Powerpoint, Outlook and Access)
- Satisfactory police clearance, including vulnerable sector screening.

We thank all applicants in advance and advise that only those selected for an interview will be contacted.

To apply, please submit resume and cover letter including salary expectations, in confidence, to: info@cacniagara.org or by mail in confidence to: **Child Advocacy Centre Niagara** - 8 Forster Street, St. Catharines, ON L2N 1Z9