

Executive Director Southeast Alabama Child Advocacy Center

The Board of Directors is seeking a full-time Executive Director for the Southeast Alabama Child Advocacy Center (CAC) in Dothan, AL. The CAC is a non-profit organization whose mission is to serve as advocates for children and to provide a safe environment where multidisciplinary team services are provided to meet the needs of child abuse victims.

Job Summary:

The Executive Director works under the direction and planning of the CAC Board of Directors and reports directly to the CAC Board President. The CAC is funded by local, state and federal grants and appropriations, private donations and fund raisers. The ED oversees the daily operation of the CAC staff. Additional oversight responsibilities include, but not limited to: Board governance and staff issues; program development; team building with multiple agencies; fundraising/marketing, grant writing; and administrative services.

Qualifications:

Bachelor's degree required; master's degree preferred. Applicant should possess 3-5 years of successful leadership experience in public/private organizations. Candidate must have strong written and oral communication skills. Experience in writing and managing federal grants and working in non-profit agencies are beneficial to the position.

**Applications will be accepted until MAY 11, 2018.
Applicants should send a resume and cover letter by:**

Email: seacac.search@gmail.com
Or mail to: Southeast Alabama Child Advocacy Center
Attention: Executive Director Search Committee
P.O. Box 8781 Dothan, AL 36304

The Southeast Alabama Child Advocacy Center does not discriminate in employment or service delivery on the basis of race, sex, religion, national origin, or disability. EOE