



EXECUTIVE DIRECTOR

Job Posting

The Board of Directors of [Pickens County Advocacy Center](#) (PCAC) has begun a search for the agency's next Executive Director. This is a full-time, salaried position with benefits including health, vision, dental, life insurance, and short-term disability. This position is available September 2022. Interested applicants may submit a letter of interest and resume to: Dana Frost, Secretary of the Board of Directors | danafrost57@gmail.com.

The mission of Pickens County Advocacy Center (PCAC) is to support survivors of sexual assault and abuse through treatment services and to end sexual violence in the Pickens County community through education, advocacy, and collaboration. PCAC's Executive Director is responsible for overseeing the administration, programs and strategic plan of the agency. Other key duties include fundraising, marketing, and community outreach. The Executive Director reports directly to PCAC's Board of Directors.

SUPERVISION

1. Supervises 8 staff and 30-50 volunteers.
2. Responsible for coordinating initial training and ongoing professional development of staff through in-service training, membership in professional organizations, and conference attendance.
3. Responsible for staff compensation program, including compensation strategies, and budgeting for increases or cost-of-living payments, when funds are available.
4. Supervises of employee time sheets and leave requests.
5. Conducts new hire and yearly performance evaluations on staff.
6. Responsible for promoting employee engagement and team-building activities.
7. Has responsibility and authority to interpret and carry out personnel policies and practices, including corrective or disciplinary actions, when appropriate.

COMPLIANCE

1. Submits grant applications by the established deadlines.
2. Submits grant progress reports by the established deadlines to ensure grant money is received in a timely manner.
3. Ensures required documentation is completed, submitted, and archived for all grants received through Federal, State, and private funding sources.
4. Maintains documentation of employee mileage as required by the State of South Carolina and Federal guidelines.
5. Maintains personnel files for each employee, Board member, and volunteer.
6. Maintains accurate accounting and bookkeeping records including payroll, employee benefits, and invoice payment.
7. Completes and submit financial information by the established deadline to accountant for the annual financial review.

COMMUNITY

1. Serves as a liaison between Pickens County Advocacy Center and Federal, State, and local agencies; reports communication and progress to the Board of Directors monthly.
2. Develops effective, working relationships with the Board members and staff of county and state community agencies.
3. Promotes and represents the agency's mission and vision with various community groups and organizations including media, businesses, law enforcement, and the community at large.
4. Provides prevention education through approved curriculum, presentations, and awareness events per grant guidelines.

FINANCIAL MANAGEMENT

1. Responsible for fundraising and developing other revenues necessary to support PCAC's mission.
2. Responsible for the fiscal integrity of the agency to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
3. Responsible for DHEC and VOCA grant renewals, budget submission, quarterly reports, and invoices for payments.
4. Proactively and creatively researches and secures additional funding sources, grant applications, and foundation proposals.
5. Develops private fundraising activities in the community to augment state and federal grants.

BOARD OF DIRECTORS

1. Responsible for leading PCAC in a manner that supports and guides the agency's mission as defined by the Board of Directors.
2. 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.
3. Maintains and submits budget to Board for annual approval
4. Arranges effective orientation new Board members
5. Assists in planning and coordination of board meetings
6. Shares the mission and vision of the Board of Directors with PCAC staff and ensures that they are working in support of these

QUALIFICATIONS

1. Bachelor's degree required; master's preferred.
2. Five or more years management or supervisory experience, preferably in nonprofit arena.
3. Transparent and high integrity leadership; strong work ethic with high degree of energy.
4. Experience working with a board of directors.
5. Demonstrated ability in strategic planning.
6. High level strategic thinking and planning. Ability to envision and convey the organization's strategic future to the staff, board, volunteers and donors, and the community-at-large.
7. Active fundraising experience. Excellent donor relations skills and understanding of the funding community.
8. Demonstrated ability to oversee and collaborate with staff.
9. Solid organizational abilities, including planning, delegating, program development and task facilitation.
10. Strong financial management skills, including budget preparation, analysis, decision making and reporting.
11. Strong written and oral communication skills; high comfort-level speaking publicly is essential.