

## **Job Title: Executive Director of Prevent Child Abuse North Dakota**

The Executive Director provides leadership and administration to Prevent Child Abuse North Dakota (PCAND) in the areas of board relations, fiscal management and fundraising, program development and oversight, and personnel development and supervision to further the organization's stated mission, goals, and purpose. [www.pcand.org](http://www.pcand.org)

The Executive Director will regularly communicate ongoing organizational financial, program, legal, and administrative issues to the Board of Directors. Prepare and provide overall control and direction for annual budget. Oversee systems of control for financial accounting and seek grant funding to assure the sustainability of organizational priorities.

Act as a spokesperson, and share the agency's function to agencies, organizations, public officials, and the public. Serve on state and national boards, task forces and committees, develop relationships with community leaders and advocate policies and programs aimed at the prevention of child maltreatment.

Oversee program development and organizational goals, ensure evidence-based data and provide direction for personnel functions. Create and maintain a positive and healthy work environment for all employees.

Four-year degree and 7-10 years' work experience is required. Three years of experience should be in non-profit administration, including staff development and oversight. Working knowledge of non-profit fiscal management including experience with fundraising, grant writing and/or requests for proposal. Ability to travel within the state and, on occasion, is on the road for two or three days at a time. Maintain a valid driver's license and insurability. Prefer prior experience with systems that address child neglect and maltreatment.

This is a fast-paced position, with multiple projects occurring simultaneously, and requires an extreme sense of urgency, and an impatience for results. The Executive Director must be relationship oriented and able to establish and maintain positive working relationships and demonstrate qualities of integrity, credibility, and a commitment to and passion for PCAND'S mission

Please email your cover letter, resume, list of references and salary requirements to [info@pcand.org](mailto:info@pcand.org) In the email Subject line please enter **YOUR LAST NAME** and **Executive Director Open Position** (For example Subject: **Martin-Ray Executive Director Open Position**) Due by **June 1<sup>st</sup>, 2021**.