

Position Announcement:  
**Executive Director**



**KIDS FIRST**

*a children's advocacy center*



## About Us

Kids FIRST is an accredited Children's Advocacy Center with a mission of providing intervention and advocacy for children who are victims of, or witnesses to, crime. Children are referred to us directly by our community partners including law enforcement, DHS Child Welfare and medical professionals. We provide a warm, child-focused setting where children can receive support, be forensically interviewed, receive a medical exam, and if necessary, testify, all under one roof, reducing the number of times a child has to talk about what happened to them.

**We are not just a Children's Advocacy Center; we're a pillar of support for children and families impacted by abuse.** Since 1994, we've provided comprehensive intervention and advocacy services. With an annual budget exceeding \$3 million and 25 staff, our dynamic team of professionals includes medical experts, advocates, and forensic interviewers and serves 600-700 families each year across Lane County. Recognized consistently as one of Oregon's Best 100 Nonprofits to Work For, we are committed to excellence in everything we do.

## The Opportunity

We are seeking a **strategic and visionary leader** who is deeply passionate about child safety and well-being. You will join a team of committed professionals who have built a cohesive and supportive environment in which to do challenging and rewarding work.

Kids FIRST's new Executive Director should have a proven track record that shows the ability to manage and lead a complex, multidisciplinary nonprofit organization, with strong skills in leadership, strategic planning, fundraising, and financial management. Cultivating a positive work culture that values teamwork, diverse perspectives, and professional growth is critical to success in this role. You should be a person who thrives on being out in the community, building relationships and partnerships that advance our work, and raising awareness of the importance of our mission.

Kids FIRST has grown rapidly over the past five years, tripling our annual budget and expanding our staff and services. This is an exciting time to work closely with the board of directors and staff to develop our next five-year strategic plan and help determine our areas of future growth. Looking forward, our next ED also will play a lead role in ensuring that we have the systems and capacity to support service excellence. **If leading a dynamic organization that provides essential services to vulnerable children in a well-respected organization is the kind of challenge you are seeking, please consider applying.**

### Salary

\$120,000 - \$140,000 annually DOE, plus excellent benefits

### Status

Regular, full time, exempt position

### Location

Eugene, Oregon  
(in person)

# The Ideal Candidate – Experience and Capacities

Kids FIRST is seeking an Executive Director with the following profile:

**Mission-Driven Leadership.** Passionately committed to the Kids FIRST mission. Ability to inspire and mobilize others around a unified vision and strategy. Strong emotional intelligence, compassion, humility, and humor. A leadership style of openness, transparency, and mutually supportive relationships, recognizing and appreciating the high-level skills of our professional staff.

**Nonprofit and Organizational Management Experience.** Ability to oversee all aspects of a complex nonprofit organization, including healthcare compliance (HIPAA), contractual obligations, and legal requirements, with the strategic mindset, financial/analytical and people management skills needed to guide positive change and growth. Regularly models and promotes open and respectful communication. Continually finds ways to integrate and expand Kids FIRST diversity, equity, and inclusion lens. Works closely with and reports to a dynamic and highly professional board of directors.

**External Focus.** A skilled communicator who is energized to be the public face of Kids FIRST, prepared to be a compelling spokesperson, and able to nurture and build relationships in the community. Kids FIRST is proud of the strong relationships with our stakeholder groups including the Multidisciplinary Team, law enforcement, Oregon Child Abuse Solutions, DHS Child Welfare, and medical professionals. Experience is needed to raise the visibility of Kids FIRST and the importance of the services that we and our partners provide.

**Resource Development.** Demonstrated ability to raise funds, working in collaboration with the Development Director, including annual giving, major gifts, foundations, and corporate giving. Creativity and initiative needed to develop new and/or grow promising sources of revenue to support organizational priorities and sustainable growth.

**“Everyone has such grounding energy. Positive people bringing light to dark times.”**

-- from a parent of a child who visited Kids FIRST for a child abuse assessment

## To Apply

If this sounds like a position that is a fit for your skills, qualities, and hopes for a meaningful career, please submit the following by **Sunday, November 3, 2024**:

1. **A cover letter** that demonstrates how your experience and skills are a good fit for this position, and what about this opportunity resonates with you.
2. **A complete chronological resume.**
3. Also, please tell us **how you heard about this opportunity.**

Send your application **as a PDF** via email to: [KidsFIRST@pagetwopartners.com](mailto:KidsFIRST@pagetwopartners.com). We will acknowledge receipt of your application, and all inquiries will be handled confidentially.

For the Executive Director job description, visit: [kidsfirstcenter.net](http://kidsfirstcenter.net).

*We are most interested in finding the right candidate, and we know that background and experiences can vary. If you feel your skills and experience meet the above and would add value to our organization, we encourage you to apply!*





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## Executive Director Job Description

<b>Reports to:</b>	Board of Directors
<b>Supervises:</b>	Managing Director, Development Director, Finance Director, HR and Employee Experience Director, Medical Director, Therapy Director
<b>Classification:</b>	Exempt, full-time
<b>Location:</b>	Eugene, Oregon (in person, not remote)
<b>Salary range:</b>	\$120,000 to \$140,000

The Kids FIRST Executive Director (ED) provides strategic direction and leadership of the organization, under the direction of the Board of Directors. The ED, in collaboration with the leadership team, advances the organization's mission to support child safety and well-being.

### Essential Duties and Responsibilities:

- Lead the process to shape Kids FIRST's strategic plan, engaging internal and external stakeholders, and establish, implement, monitor, and update associated operational plans and priorities.
- Provide oversight of Kids FIRST programs, services, operations, and facilities in accordance with plans and priorities, and ensure that the organization has the staff capacity and systems needed to effectively and efficiently support these.
- Work with the leadership team, ensuring that Kids FIRST operates in accordance with its policies and meets relevant legal and regulatory requirements, compliance standards, and contractual obligations; serve as HIPAA Compliance Officer.
- Develop the annual budget, working with the Finance Director; oversee financial controls and use of funds, and ensure sound management of financial assets.
- Foster collaboration, teamwork, and a culture of open and respectful communication, diverse viewpoints, constructive feedback, learning and professional growth at all levels of the organization.
- Continually find ways to integrate and expand Kids FIRST diversity, equity, and inclusion lens into all efforts and relationships.
- In partnership with the Development Director and Board of Directors, ensure a diversified fund development strategy and plan. Oversee fundraising and related tracking and reporting (of annual giving, major gifts, foundation and corporate giving, federal/state grants, and events). In collaboration with the Development Director, identify, cultivate, and steward major donors and solicit gifts.

- Serve as a spokesperson for Kids FIRST in public forums and with policy makers, community leaders, and the media. Build and maintain external partnerships that advance Kids FIRST's efforts. Represent the organization with stakeholder groups including the Multidisciplinary Team (MDT), Oregon Child Abuse Solutions, local chambers of commerce, schools, businesses, professional and community groups.
- Report regularly to the Board of Directors, ensuring that they are well informed of issues and developments; support Board engagement, development, and operations; perform other duties as assigned by the Board.

**Qualifications:**

- Six years of relevant leadership and management experience in human services, health care, law, business, or a related field.
- Excellent management and organizational skills, including developing and executing budgets, plans, policies and procedures.
- Proven skills in building high-performing teams and leading, delegating, coaching, and developing staff.
- Excellent written, oral, and public communications skills, with the capacity to engage multiple and diverse constituencies.
- Strong community engagement skills and high level of comfort serving as an official spokesperson for Kids FIRST in the community.
- Commitment to and experience in advancing diversity, equity, and inclusion.
- A successful track record of resource development. Ability to foster a culture of philanthropy, engaging board and staff members as partners in fundraising.
- Ability to work collaboratively with the multidisciplinary team (MDT) comprised of law enforcement, child welfare, medical personnel, district attorneys and other professionals.
- Legal expertise or experience with HIPAA compliance or healthcare management.

*Preferred knowledge and skills:*

- A Master's or advanced degree or additional work experience.
- Nonprofit experience, including working with and engaging a Board of Directors.
- Knowledge of the criminal justice and judicial system response to child abuse and neglect.
- Knowledge of the dynamics of child abuse and neglect.
- Knowledge of trauma-informed care and vicarious trauma.
- Bilingual English/Spanish.

**Working Conditions:**

- Able and willing to work a flexible schedule, including occasional evenings, early mornings, and weekends.
- Must have a valid driver's license.

This position requires the successful completion of a criminal history and child welfare background check prior to the start date.

Board approved: October 3, 2024