



COLORADO
CHILDREN'S
ALLIANCE

ACCREDITED CHAPTER

COLORADO CHILDREN'S ALLIANCE
Children's Advocacy Centers

303 S. Broadway, Ste. 200-329
Denver, CO 80209

Position Title: Executive Director, Colorado Children's Alliance
Status: Full-Time
Reports to: Colorado Children's Alliance Board of Directors

Position Summary

The role of the Colorado Children's Alliance (CCA) Executive Director is to partner with Child Advocacy Centers (CACs) and communities throughout Colorado (in designing, implementing, and coordinating all directed Chapter activities.)

Essential Functions

1. Elevate CACs across Colorado through support, partnership, and statewide leadership.
 - a. Host at least bi-monthly meetings with CAC Executive Directors.
 - a. Provide outreach and technical assistance to developing CACs within Colorado.
 - b. Respond to inquiries related to new development.
 - c. Assist CACs in preparation for accreditation and re-accreditation.
 - d. Meeting with CAC boards, upon request.
 - e. Orientation of new CAC Executive Directors.
 - f. Facilitate strategic planning for CACs, upon request.
 - g. Facilitate communication with CAC Executive Directors.
 - h. Provide technical assistance to CACs going through accreditation.
2. Coordinate training and technical assistance for CAC Staff and Partners.
 - a. Provide oversight in the development of training materials, informational packets and other materials for dissemination
 - b. Ensure provision of Forensic Interviewing trainings – which may include editing and printing of materials, logistics, support for trainers, etc.
 - c. Provide supervision, guidance and support of the statewide Forensic Interviewer peer review process.
 - d. Ensure provision of Victim Advocate trainings – which may include editing and printing of materials, logistics, support for trainers, etc.
 - e. Provide supervision, guidance and support of the statewide Victim Advocate peer review process.



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- f. Provide training on caregiver engagement for victim advocates and others.
 - g. Provide additional statewide training from which all CACs can benefit.
 - h. Provide technical assistance to CACs to meet program and training needs that includes oversight of chapter accreditation.
3. Oversee financial management of CCA and distribution of funds to CACs
 - a. Maintain business requirements (insurance / state and federal filings)
 - b. Manage all aspects of the Chapter's financials, including developing and monitoring the annual budget, coordinating with the external bookkeeper, and preparing for the annual audit
 - c. Manage all grant applications, implementation, and reporting requirements
 - d. Oversee the distribution of funds to local CACs
 4. Develop external partnerships that include outreach and education to inform and promote the mission and role of CACs.
 5. Collaborate with the CCA Board of Directors, including training and coaching, while planning meetings with monthly reports.
 6. Other responsibilities as designated by the Board of Directors

Qualifications & Requirements

To be successful in this position, the ideal candidate will possess:

- Effective relationship building, communication, and interpersonal skills
- Organizational leadership skills and ability to manage multiple projects
- Experience supporting or managing an association and/or navigating and coaching for accreditation processes and standards
- Experience providing training, technical assistance, strategic planning, coaching, or support to nonprofit organizations and high-level professionals
- Knowledge of Child Advocacy Centers, Multidisciplinary Teams, Child Abuse Investigations, Prosecution, and Treatment is highly desirable

Skills and experience can be demonstrated through formal or informal channels, including education, lived or professional experience.



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Compensation

This is a full-time salaried position eligible for benefits. Salary is negotiable and commensurate with skills and experience within the range of \$65,000-\$70,000 annually. Position located in Colorado with remote work options considered. Reliable transportation and statewide travel required.

Application Process

Please send cover letter and resume to:

Diana Goldberg
Executive Director
SungateKids Child Advocacy Center
P.O. Box 3554
Englewood, CO 80155

Or by email: diana.goldberg@sungatekids.org

Colorado Children's Alliance may request pre-employment drug testing and a criminal history background check and a child abuse registry check as a condition of employment.