



American Professional Society on the Abuse of Children

The American Professional Society on the Abuse of Children (APSAC) invites applications for the position of Executive Director. The anticipated start date is 10-1-16. APSAC is the leading national organization supporting professionals who serve children and families affected by child maltreatment and violence.

Our Vision: APSAC envisions a world where all maltreated or at-risk children and their families have access to the highest level of professional commitment and service.

The successful candidate is responsible for: managing and overseeing APSAC's day-to-day operations, projects, and products; developing and implementing public relations and marketing activities that strengthen APSAC's visibility and involvement in the national child maltreatment community; and designing and implementing fundraising strategies that create sustainable sources of revenue to support APSAC's work, **including implementation of the Membership Strategic Plan and increasing APSAC Membership.** It is anticipated that this position will be based in New York City.

The ideal candidate will meet the requirements described in the attached job description. Salary is commensurate with qualifications and experience with the following salary range- \$90-\$110K

APSAC is an Equal Opportunity employer committed to a diverse membership, and staff. Applicants from diverse backgrounds are strongly encouraged to apply.

Executive Director

Summary: The Executive Director, in collaboration with the President of The American Professional Society on the Abuse of Children (APSAC), Board of Directors, its Officers, and relevant Board Committees, is responsible for leading and promoting APSAC's growth and development into a well-known and widely respected organization in the child maltreatment field.

The focus of this job includes: managing and overseeing APSAC's day-to-day operations, its membership, projects, and products (e.g., professional practice guidelines, publications, training programs and annual Colloquium); developing and implementing public relations and marketing activities that strengthen APSAC's visibility and involvement in the national child maltreatment community; and designing and implementing fundraising strategies that create sustainable sources of revenue to support APSAC's work. It is anticipated that this position will be based in New York City.

Duties and Responsibilities:

- Designs and implements short- and long-term strategies to identify sources of revenue and create ongoing funding streams that support APSAC's work
- Designs and implements marketing and communications strategies that increase APSAC's presence and involvement in the national child maltreatment community.
- Works with the APSAC Board of Directors to formalize strategic plans for APSAC's Membership growth and development.
- Serves as liaison to volunteers, Board members, and others involved in fundraising activities.

- Provides leadership and direction to APSAC staff in the development and implementation of operational plans.
- Identifies and cultivates key relationships with prospective and committed donors, foundations, and corporate donors to raise funds for APSAC's work.
- Writes or directs the development of grants, promotes sponsorship, and encourages contribution of material and/or in-kind support of APSAC.
- Serves as primary spokesperson to promote a broad understanding of APSAC's mission, goals, and work products, and to create a strong and consistent APSAC presence throughout the country.
- Cultivates relationships with the media and uses media contacts to raise public awareness of APSAC's work, to educate the public about child maltreatment, and to publicize APSAC's position on key issues and controversies in the child maltreatment field.
- Oversees the preparation of data analyses, progress reports, and other summaries that document the progress and status of the organization's plans and activities.
- In consultation with the Board President, implements the approval and signature process for all contracts, purchases and banking activities in accordance with APSAC operational policies and/or practices.
- Supervise the day-to-day activities of APSAC's staff, including contract staff.
- Other duties as assigned by the Board of Directors as are necessary to promote the welfare of the organization.

Requirements:

- An Advanced Degree in a relevant multidisciplinary field reflective of APSAC membership.
- Demonstrated skills and experience to manage APSAC's day-to-day operations.
- 10+ years of progressively responsible related experience with a minimum of 4 years in a senior management position
- Proven fundraising results with knowledge and experience in nonprofit and volunteer management
- Ability to leverage relationships and negotiate agreements.
- Excellent verbal and written communication skills
- Demonstrated skills in supervision, leadership, and team building
- Training and/or experience in community development and strategic planning
- Must be willing to travel periodically to represent APSAC.

Please submit electronically:

1. An up to date Resume
2. A written statement of why you would like to be the Executive Director of APSAC
3. A statement that prioritizes your first steps as APSAC's Executive Director
4. A sample of a successful fund raising project
5. 5 personal references

All electronic submissions will be sent to:

Michael L Haney PhD, NCC, CISM, LMHC – Executive Director

The American Professional Society on the Abuse of Children

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