

VOICES FOR VIRGINIA'S CHILDREN

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Position Description Executive Director

Voices for Virginia's Children (Voices) is a nonprofit, nonpartisan research, education and advocacy organization whose mission is to improve the lives and life chances of Virginia's children by advocating for effective public policies. The Executive Director will report directly to the Board of Directors and provide leadership in all aspects of the organization.

* The itemized Responsibilities, Professional Skills & Characteristics and Experience & Education are not listed in order of priority.

Overview of Position

Voices is seeking an experienced leader who can engage, motivate, and lead others in furthering the mission, vision and work of Voices. The successful candidate will be an action-oriented, results driven, analytical, strategic thinker who can develop, support and lead an effective and cohesive team toward improving the well-being of Virginia's children and their families.

Responsibilities

- Plan, direct and manage Voices' work toward the development and implementation of policy and initiatives to improve the lives of children in Virginia.
- Hire, supervise, develop and evaluate all Voices staff and support and lead an effective and cohesive Voices team.
- Develop and implement a strategic resource development plan to include direct fundraising from foundations, corporations, individuals, special events, and in-kind contributions.
- Develop all grants and proposals.
- Plan, implement, and ensure effective management of Voices' research and policy agenda.
- Forge relationships that significantly advance the ability to accomplish Voices' policy objectives as well as funding decisions of current and future sources.
- Forge collaborations with other executives in government, social services, foundations and business leaders toward accomplishing Voices' policy goals.
- Develop, nurture and leverage relationships with state and national elected and appointed officials to influence policy decisions related to Voices' mission and goals.
- Develop positive relationships with print and electronic media to further Voices' mission and goals.

- Provide on-going staff leadership to the Voices Board of Directors, supporting members in all aspects of their governance role including providing staff support to the regular and ad hoc Voices committees. In addition, develop strategies to increase board members' knowledge of Voices' programs and activities and encourage board involvement and participation in resource development and educational opportunities.
- Develop and monitor the Voices budget in collaboration with the Voices Finance Committee and ensure that all appropriate reports and regulatory requirements are properly addressed and the organization's financial objectives are met.

Professional Skills & Characteristics

The ideal candidate will have:

- High level of energy, enthusiasm and passion for the mission of Voices, as well as a track record of professionalism, innovation, and integrity.
- Demonstrated leadership abilities.
- Commitment to and knowledge of the human services needs of Virginians.
- Demonstrated ability and success in translating knowledge and research into public policy.
- Exceptional ability to collaborate with colleagues, funders and partners.
- Strong ability to persuade and negotiate.
- Knowledge and experience in grant and proposal development.
- Excellent writing, public speaking, and interpersonal skills, with a history of superior results.
- Demonstrated flexibility and creative thinking.

Experience & Education

Qualified applicants must have:

- An advanced degree in public policy, public administration, nonprofit management, or a related field or a Bachelor's degree and equivalent experience.
- At least ten years of experience in advocacy and public policy development related to children and families with an organization, government entity, or business.
- Experience in all management functions, such as planning and budget, human resources and development.
- Knowledge of Board/CEO roles, responsibilities and relationship.

Email resumes to: search@vakids.org

Voices for Virginia's Children is an Equal Opportunity Employer. We strongly believe that Voices benefits from the perspectives and talents of a racially and culturally diverse staff.