



Safety. Healing. Hope.

## EXECUTIVE DIRECTOR | JOB DESCRIPTION

### POSITION SUMMARY

The Executive Director serves as the chief executive and public representative of The Treehouse, providing leadership, management, and strategic direction to advance the Center's mission of protecting children and supporting families impacted by abuse. The Treehouse's mission is to coordinate a child-focused, multidisciplinary response to child abuse, provide services to heal families, and lead community efforts to protect children.

The Executive Director oversees the day-to-day operations of the organization, supervises staff, manages financial resources, and works collaboratively with community partners including law enforcement, prosecutors, child protective services, medical providers, and mental health professionals. Additionally, the Executive Director of the CAC is responsible for diversification of funds for operations and brand stewardship.

While the CAC is a 501c3 nonprofit organization, CAC work is atypical even within the nonprofit sector. Leaders in CACs are expected to engage with victims across the lifespan, build productive partnerships with MDT members while fostering transparency and accountability, report accurately the financial and operational status of the agency to the Board of Directors, and cultivate brand identity, compelling current and prospective stakeholders to support the mission.

The ideal candidate should be decisive, collaborative, approachable, and disciplined.

### ABOUT THE TREEHOUSE

The CAC serves children and families in Thomas County who have experienced abuse or neglect. Through a collaborative, child-focused model, the Center brings together professionals from law enforcement, child protective services, prosecution, mental health, and victim advocacy to ensure children receive coordinated services in safe and supportive environment.

Services provided through the CAC Model include: forensic interviews, forensic medical examinations, family advocacy and victim support, trauma therapy, multidisciplinary team case coordination, prevention and community education.

## KEY RESPONSIBILITIES

### **Organizational Leadership**

- Provide leadership and direction for all programs, operations, and staff of the Center.
- Supervise an estimated 3-5 staff members, supporting professional development and maintaining a collaborative team culture.
- Maintain a child-centered, trauma-informed, organizational environment.
- Ensure the facility remains welcoming, safe, and appropriate for children and families.

### **Multidisciplinary Team Coordination**

- Facilitate and support the Multidisciplinary Team (MDT) response to child abuse cases.
- Coordinate regular MDT meetings with law enforcement, DFCS, prosecutors, medical providers, and mental health professionals.
- Strengthen relationships among partner agencies to ensure effective case coordination and timely services.
- Ensure MDT operations meet national Child Advocacy Center standards.

### **Financial Oversight and Resource Development**

- Manage the organization's budget and ensure responsible stewardship of financial resources.
- Prepare annual budgets in partnership with the Board of Directors.
- Identify and pursue grant funding and other revenue opportunities.
- Manage existing federal, state, and private grants and ensure compliance with reporting requirements.
- Cultivate relationships with donors, foundations, and community supporters.

### **Board Relations and Governance**

- Work closely with the Board of Directors to support strong governance and strategic planning.
- Provide regular updates on program operations, financial health, and organizational needs.
- Assist the Board in policy development and implementation.
- Community Relations and Public Leadership
- Serve as the public face of the organization within the community.
- Build and maintain partnerships with community organizations, schools, healthcare providers, and civic leaders.
- Represent the CAC at public events, trainings, and community meetings.
- Promote awareness of child abuse prevention and the CAC Model.

## **Program Oversight and Compliance**

- Ensure programs operate in accordance with national CAC standards and applicable state requirements.
- Maintain policies and procedures that protect confidentiality and support professional standards.
- Oversee case tracking, documentation, and program reporting.
- Ensure staff receive appropriate training and maintain required certifications.

## **QUALIFICATIONS**

### **Education and Experience**

- Bachelor's degree required, degree in social work, criminal justice, public administration, nonprofit management, or related field preferred.
- Experience working in child advocacy, victim services, social services, nonprofit leadership, or a related field strongly preferred.
- Experience with grant writing or grant management preferred.
- Supervisory or leadership experience preferred.

### **Knowledge, Skills, and Abilities**

- Strong commitment to the mission of protecting children and supporting families.
- Ability to work collaboratively with law enforcement, child protective services, prosecutors, and community partners.
- Excellent communication and relationship-building skills.
- Strong organizational and financial management skills.
- Ability to lead a small team effectively while managing multiple responsibilities.
- High ethical standards and commitment to confidentiality.
- Sensitivity to the needs of children and family experiencing trauma.

### **Working Conditions**

- Must be able to pass a criminal background check.
- Valid driver's license and reliable transportation required.
- Occasional after-hours response and attendance at community events required.

### **Reporting Structure**

The Executive Director reports directly to the Board of Directors and is responsible for the supervision of Treehouse Staff and Volunteers.

### **How to Apply**

Qualified candidates should submit a resume and cover letter with references (2 professional, 2 personal) to the Board of Directors at [info@treehousethomasville.org](mailto:info@treehousethomasville.org) by **Friday, April 3, 2026**.