



Job Announcement

Position Title: Vice President of Education and Director of the AdoptUsKids T/TA Resource Center

Deadline for Application: September 30, 2008

Reports to: Executive Director/President of The Adoption Exchange, Inc.

Location of this Position: Aurora, Colorado [metro-Denver area]

Purpose: Provide strategic direction and leadership to achieve outcomes of Education and the AdoptUsKids T/TA Resource Center.

Primary responsibilities include:

70%

- Manage the T/TA organization and supervise assigned staff
- Primary interface/contact with AEA and Children's Bureau
- Support the Director of T/TA in building capacity and quality of service
- Coordinate efforts with the AdoptUsKids collaborating partners to ensure effective delivery and accountability of overall project outcomes
- Provide strategic leadership on the implementation of new program initiatives, trends, technology, regulations, alliances and other issues impacting the future of T/TA and the organization
- Plan and lead special and emerging T/TA projects including: diligent recruitment grants, SACWIS, customer service, IIN, etc.
- Develop and implement marketing strategies for National Foster Care and Adoption Recruitment & Retention T/TA services
- Identify, build and sustain strong collaborative relationships within the national and state child welfare service community and the community at large
- Expand use of technology to deliver T/TA services such as website and other innovative services

20%

- Plan and oversee development of T/TA publications and products as needed
- Develop T/TA revenues, budgets and monitor financial expenditures
- Produce and oversee reports as required, e.g. AdoptUsKids T/TA quarterly and yearly summary reports, and other internal and external communications

10%

- Participate as active member of The Adoption Exchange's Senior Management Team
- Other duties as assigned

- **Desired qualifications:**
- 7 to 10 years of child welfare experience including a minimum of five years at the management level
- Demonstrates high energy and initiative
- Strong belief in the ability of organizations to effect positive change in the lives of children and families
- Proven ability to motivate and inspire others to achieve outcomes
- Demonstrated experience with the preparation and reconciliation of budgets; knowledge of funding sources; and grant writing skills
- Ability to set priorities, be flexible, multi-task and meet deadlines
- Excellent presentation, writing and verbal communication skills
- Team player with ability to collaborate with a wide range of stakeholders
- Master's degree in Social Work, Public Administration, or related field
- Strategic planner and innovator with the ability to position and market services
- Working knowledge and experience working with State child welfare systems and public policy
- Able to travel an average of five days per month
- Demonstrated proficiency and comfort working with technology including: Word, Excel, PowerPoint, Outlook, website design, multi-media, e-learning, etc.
- Proven organizational and time management skills
- Working knowledge of private non-profits

Qualified applicants please send a cover letter with resume, references and salary requirements to:

VP Search
 The Adoption Exchange, Inc.
 14232 E. Evans Ave.
 Aurora, CO 80014
 Attn: Pat Cody, Director of Operations

or e-mail: pat@adoptex.org
 Fax: (303) 755-1339