



**Director and Associate Director of the Center to End the Trafficking and Exploitation of Children (CETEC)
CHILDREN AT RISK (C@R) (Full-time)**

CHILDREN AT RISK is seeking a **Director and Associate Director for the Center to End the Trafficking and Exploitation of Children (CETEC)**. The candidates will join a driven, dynamic, and hardworking team and will work closely with the President/CEO, VP and Director of Policy and Advocacy and the Chief Program Officer in the areas of human trafficking and factors related to the exploitation of Texas children. The team will employ research and evidence-based best practices to make critical information accessible to public officials, the media, and the general public. The ideal candidate will bring a substantive background and experience in anti-human trafficking work and demonstrate superior coalition building and communication skills.

This position is open to candidates residing in any part of Texas. These positions will report to the Chief Program Officer.

General Responsibilities:

- Play a leading role in the organization's ongoing evolution from established anti-trafficking experts in Texas to national leaders in the anti-trafficking space.
- Develop a plan for the extensive anti-demand database.
- Develop relationships, communicate with Foundation officials, and develop funding ideas relevant to the success of children and families in Texas.
- Develop new methods of examining and assessing program success and quality.
- Coordinate and manage a statewide anti-demand coalition of our CEASE network communities, including volunteers, funders, law enforcement, non-profits, and civic groups.
- Collaborate with staff researchers in collecting, cleaning, and analyzing trafficking data for funders, publications and media.
- Coordinate the release of data and research findings to the public, including planning press conferences, newspaper releases, public events and responding to requests from traditional media, and other avenues for dissemination.
- Assist with timely reporting for public officials, including gathering and presenting data on the broad work of anti-trafficking at the legislative district level.
- Lead the preparation and writing of research reports, manuscripts, papers, and grant proposals for presentation and publication.
- Manage multiple projects and personnel – including seasonal interns.
- Represent CHILDREN AT RISK in meetings with academics, public officials, and other community stakeholders regarding current anti-trafficking issues.
- Develop and present human trafficking trainings to organizations, agencies, and community members.
- Plan and execute events related to anti-trafficking issues for CHILDREN AT RISK throughout the year.
- Work collaboratively with other team members, internally and externally, to build upon C@R's significant presence and visibility across the state.
- Monitor/supervise grant funds and deliverables with on-time reporting.

Qualifications:

- Director: Master's degree required; Associate Director: Master's preferred.
- Exceptional relationship building skills and an ability to work collaboratively and effectively with others in a team environment.

- Collaboration is a key part of the C@R culture. The ideal candidate will revel in the development of meaningful partnerships and collaborations throughout the state of Texas.
- Experience working with Foundations and funders required for Director.
- Project management experience with a strong ability to prioritize multiple tasks.
- A history of commitment to children, innovative public policy, and macro-level change.
- Excellent, proven organizational skills and demonstrated record of successful deliverables.
- Strong critical thinking skills and problem-solving abilities.
- Strong sense of responsibility, ownership, and follow through. Invested in getting projects across the finish line.
- Organized thinker with the ability to communicate and direct their process.
- Tenacity concerning details, urgency and organization, including managing multiple requests and guiding new projects that are in-development.
- Excellent communication skills, including the ability to synthesize complex concepts clearly and concisely both verbally and in writing. Can identify strengths, needs, and opportunities and bring groups together under a shared goal.
- Able to come up to speed on new ideas quickly, multi-task effectively, and produce high-quality work under time constraints.
- Flexible and able to adapt to changing timelines and circumstances.
- Adheres to the highest ethical standards, demonstrates an empathetic disposition and perseverance; uses discretion and good judgment; reflects an optimistic and positive attitude, and conveys sensitivity to needs of donors, partners and colleagues.
- Ability to build strong relationships with various types of people, including senior leaders inside and outside the organization.
- A strong work ethic and willingness to collaborate internally and externally.
- Work experience in public policy, such as with state legislatures, agencies or advocacy organizations is a plus.
- Experience working bi-nationally with Mexico is a plus.
- 3-5 years of complex project and people management experience is required.
- Knowledge of MS Office, Google docs, Teams, SharePoint and other productivity software (including but not limited to word processing, spreadsheet, database, and email).
- Ability to motivate peers to meet ambitious goals.
- Special consideration given to diverse candidates who represent the communities and children that we serve.

About CHILDREN AT RISK

CHILDREN AT RISK is an active research and advocacy group dedicated to improving the quality of life of children through research, public policy analysis, community education, and collaboration. Our focus is on the whole child with significant work in strengthening public education, increasing access to and use of federally funded meal programs, work in early education, immigration and in ending child trafficking. We are the leading source of accurate information on children's issues and an advocate and catalyst for change concerning the needs of all children. The position offers a competitive compensation and benefits package.

Interested candidates should submit a letter of application, resume, writing sample and a list of three references via e-mail to **Anna Hardway**, ahardway@childrenatrisk.org. Please include the words "Director, CETEC" in the subject line and indicate the position for which you prefer to be considered. The application deadline is rolling with applications being reviewed upon receipt.

CHILDREN AT RISK is an equal opportunity employer and does not discriminate against individuals on the basis of sex, gender identity, sexual orientation, age, disability, veteran status, religion, ancestry, color, race, ethnicity or creed. We strongly seek candidates that believe in our mission and represent the diverse community and children that we serve.

CHILDREN AT RISK receives a high volume of resumes and reviews every candidate closely. As such, candidates will only be contacted if they are selected for an interview.