

POSITION ANNOUNCEMENT

EXECUTIVE DIRECTOR, ALABAMA CRIME VICTIMS COMPENSATION COMMISSION MONTGOMERY, ALABAMA

JOB INFORMATION:

This is highly responsible administrative and professional work in directing Alabama's Crime Victim Compensation program and supervising a staff of 19 to 25 staff and managers. Established in 1984, ACVCC is a State of Alabama agency providing crime victims compensation benefits to eligible victims of violent crime. The Executive Director reports directly to the three-member Commission. This full-time position is located in Montgomery, Alabama. No relocation reimbursement will be considered. Remote working arrangements are not available.

DUTIES:

- Works with high degree of independence, supervising the daily operations and administrative duties of an essential State agency;
- Selects, trains, supervises, motivates, and evaluates a variety of professional, technical, and support staff;
- Provides strategic leadership and direction to successfully accomplish program goals, providing updates to Commissioners on program metrics, successes, challenges, and changes in funding;
- Continually evaluates the efficiency of program procedures, initiating changes as needed to improve service delivery;
- Ensures timely and accurate processing of crime victims compensation claims;
- Reviews crime victims compensation claims for eligibility and makes eligibility determinations;
- Ensures compliance with federal and state laws, rules, regulations, and ACVCC policies and procedures, and assists with the development and implementation of new policies and procedures, as necessary;
- Responsible for formulating, submitting, and adhering to annual budget;
- Develops and maintains pertinent data for annual report, grant applications, and management reports;
- Responsible for managing federal grants and submitting accurate, timely grant reports;
- Acts as liaison to Alabama Legislature and State government;

- Responsible for Statewide Outreach Program which consists of providing training to social service agencies, law enforcement, diverse communities, and the public, as well as executing general public relations strategies;
- Acts as Commission's spokesperson;
- Responsible for maintenance of agency's facilities, all procurement and contracts, and disposition of equipment and supplies as prescribed by federal and state laws;
- Attends conferences, trainings and meetings, with flexibility for in-state or out-of-state, as necessary.
- Other related work and coordination of special projects, as required.

QUALIFICATIONS:

- Graduation from an accredited four-year college or university with a bachelor's degree in finance, economics, accounting, insurance, risk management, human resources, public or business administration, management, criminal justice, or a closely related field (an advanced degree is preferred);
- Expertise in leadership, planning, goal setting, conflict resolution, oral and written communications, and human relations;
- More than 10 years of management and/or administrative experience, including supervisory experience in a public or private setting;
- Extensive knowledge of the principles and practice of public administration;
- Extensive knowledge of governmental budgeting and accounting, personnel administration, and management principles and techniques;
- Experience interacting with legislative and other government officials, and knowledge of legislative processes and strategy;
- Ability to manage grants, write complex grant proposals, and respond to inquiries from auditors;
- Exceptional organizational and interpersonal skills;
- Excellent computer skills, and a proficiency with Microsoft Office programs;
- Possession of a current Alabama driver's license;
- Preferred: Experience working with victims of crime or with a victim service program, and an understanding of interacting with individuals in crisis, and an ability to demonstrate courtesy, tact, and empathy.

BACKGROUND CHECK:

The successful candidate will be subject to a pre-employment criminal background check and a pre-employment credit check.

BENEFITS:

Salary Range: \$83,004 to \$139,660.80 (dependent upon experience and qualifications.)

Thirteen paid holidays per year, accrual of annual and sick leave, participation in the Retirement Systems of Alabama, Optional Deferred Compensation Program, Blue Cross/Blue Shield Health (Single/Family Coverage), Optional Dental (Single/Family Coverage), Optional Health and Supplemental Insurance Coverage, Optional Cancer Policy, Discounted Vision Care Program, and Flexible Benefits Program (pre-tax dollars for qualified Medical Expense and Dependent Care.)

TO APPLY:

By Tuesday, January 31, 2023, send cover letter, resume, writing sample, [supplemental questionnaire](#), and references to:

Alabama Crime Victims Compensation Commission
ATTN: Kim Martin, Personnel Manager
PO Box 231267
Montgomery, AL 36123-1267
or via email at: kim.martin@acvcc.alabama.gov.

THE STATE OF ALABAMA IS AN EQUAL OPPORTUNITY EMPLOYER