

# VIEWCREST ADVISORS

## Executive Director

### Position Description



## THE ORGANIZATION

[AFCC](#) -- the Association of Family and Conciliation Courts – is the premier interdisciplinary international association of professionals whose mission is to improve the lives of children and families through the resolution of family conflict.

For more than sixty years, AFCC’s passionate staff, board and members have served as catalysts for generating major policy and practice reforms in the family law arena, seeking to achieve a shared vision of: A justice system in which all professionals work collaboratively through education, support, and access to services to achieve the best possible outcome for children and families.

Family dispute resolution processes such as child custody mediation, parenting coordination, and divorce education are just a few of the innovative initiatives developed by AFCC members. AFCC has developed research-informed practice guidelines and model standards for family and divorce mediation, parenting plan evaluation, parenting coordination, brief focused assessment and court-involved therapists. Task forces and special projects address the ongoing challenges and controversies in the field, including intimate partner violence, parent-child contact problems, and shared parenting after separation and divorce. AFCC actively disseminates innovations and ideas to members, with ripple effect seen in courts and communities worldwide.

AFCC provides state of the art training and education to thousands of professionals annually, both in-person and online. AFCC online training programs and webinars provide low cost, easily accessible educational opportunities. AFCC in-person conferences bring together professionals from around the world to explore the latest research, programs, practice and policy in family law and dispute resolution.

AFCC’s quarterly journal, *Family Court Review (FCR)*, is sponsored by the Hofstra Law School Center for Children, Families and the Law and published by Wiley. *FCR* is the world’s number one-ranked family and juvenile law journal by Washington & Lee law journal rankings, has nearly 200,000 article downloads annually, and has been cited by the US Supreme Court. *FCR* publishes issues on topics such as domestic violence, child development and attachment, parent-child contact problems, unified family courts, parent education, and child welfare mediation.

Beyond the AFCC’s publications, policy and programmatic work, members are the association’s best and most important resources. Nearly 6,000 members in 35 countries create an international community of professionals who share a common focus on improving family court systems. Whether through activities across 23 chapters, policy initiatives, committee or task force initiatives, AFCC members serve as the catalyst for major change within the association, and in the family law and dispute resolution arena worldwide. The AFCC’s values:

- Collaboration and respect among professions
- Learning through inquiry, discussion, and debate
- Innovation in addressing the needs of families and children in conflict
- Diversity in family structures and cultures
- Empowering families to resolve conflict and make decisions about their future

## THE OPPORTUNITY

The AFCC seeks as its next Executive Director (E.D.) a respected, knowledgeable leader in the family law and dispute resolution field who additionally brings skills or acumen in strategy, partnerships development, and fiscal and team management. The incoming E.D. will have the opportunity to: build on a talented team’s outstanding work; step into an organization in a strong financial position (with an annual operating budget of over \$2 million and assets of \$5 million); and drive programmatic impact and growth for the AFCC of the future. The organization seeks to continue to champion diversity, equity and inclusion – both within the AFCC membership/chapters and across the fields it supports— while innovating in program content and delivery.

<b>The Role:</b>	Executive Director
<b>Reports to:</b>	Board of Directors
<b>Direct Reports:</b>	Director of Operations; Program Director; and Communications Coordinator (overall team of six)
<b>Based / Travel:</b>	Remote location possible, with frequent visits to the AFCC's main office in Madison, Wisconsin. Travel is estimated at 20-25%.

## ***Strategic Leadership***

- Champion the AFCC's mission and programs; inspire all current constituents, expand the organization's reach and influence and serve as a compelling representative of the AFCC.
- Represent the AFCC externally and cultivate partnerships that ensure that the organization remains strong, relevant and forward-leaning.
- Partner with the Board of Directors and staff to create, plan and coordinate long-range strategies for: membership growth and retention; marketing; chapter outreach and engagement; influence in the field; and sustainable finances.
- Engage the Board of Directors in its important governance and strategy role by openly communicating about the organization's opportunities, choices and progress toward goals.

## ***Program Strategy & Implementation***

- Identify programmatic opportunities and innovate service offerings.
- Actively network with peer organizations.
- Oversee educational and member events and publications, including: development and oversight of standards, guidelines, conferences, newsletters, training and consulting; site and speaker selection; publications and facilities contracting. Develop key policy initiatives that align with *Family Court Review* and across all AFCC programming.
- Staff and support the work of critical volunteer-led committees, currently: Awards; Chapter; Conference; Continuing Education; Diversity, Equity and Inclusion; Finance; Human Resources; International; Nominating; Policy and Bylaws; Professional Development; Scholarship; and Webinar.

## ***Management & Culture***

- Engage passionate staff in the translation of the AFCC's strategy into measurable annual goals, priorities and workplans; drive performance against those goals.
- Model and reinforce an inclusive, positive, accountable and empowering culture.
- Clearly define staff roles and accountabilities while supporting professional development and growth.

## ***Finance & Operations***

- Ensure accuracy in financial planning, management and reporting; develop aligned budgets and workplans to support programmatic needs.
- Oversee the resource allocation process to dually ensure impact and return on investment.
- Invest in technology infrastructure in ways that enhance value for, and connectivity among, members.

## **QUALIFICATIONS**

### **Experience / Knowledge**

- Significant knowledge and experience in family court including current practices and research in divorce and related topics, dispute resolution, family and children's issues.
- Ideally brings a compelling combination of as many as possible of the following experiences:
  - Developing, refining and executing on strategic plans (team-, department- or organization-wide);

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- Instilling a program or initiative with a bigger or different future vision;
- Building mutually-beneficial partnerships with peer organizations and/or within a field of practice;
- Ensuring programmatic excellence and efficiency, as well as alignment of deliverables across a wide range of working groups, across multiple educational products and media (newsletters, journals, videos, etc.) and in convenings (webinars, conferences);
- Leveraging technology for program delivery;
- Setting clear priorities as well as guiding investments in people and systems within a lean environment;
- Supporting: strong governance work; revenue development; financial/budgetary management; and team culture (across time zones); and
- Engaging members or volunteers, across disciplines, in collaborative projects.
- Advanced degree preferred.

## Leadership Characteristics:

- A communicator who is compelling, nuanced and influential (both in writing and orally).
- Diplomatic and engaging; an exceptional listener who builds authentic relationships with a wide variety of experts and practitioners (members, Board, chapter leaders and external partner organizations)
- Strong judgment and the highest level of integrity.
- Entrepreneurial spirit with energy, dedication and adaptability.
- Business acumen and negotiation skills, with attention to detail.
- Resourceful, adaptive, energetic, collaborative and transparent.

Please share nominations, ask questions or submit a resume and cover letter to Viewcrest Advisors: [afcc@viewcrestadvisors.com](mailto:afcc@viewcrestadvisors.com)

Applications will be reviewed on a rolling basis and accepted until January 19, 2024.

Compensation range for this position is: \$200,000-235,000. The AFCC also offers generous benefits.

***AFCC** is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.*

***Viewcrest Advisors** is committed to social justice and access to opportunity; we actively cultivate relationships with leaders who have varied life experiences as well as the skills needed to lead strong, innovative organizations. Viewcrest Advisors, Ltd. is committed to your privacy and to protecting your personal data. To view Viewcrest' privacy policy, please visit: [www.viewcrestadvisors.com](http://www.viewcrestadvisors.com).*