



Sixth Judicial District CASA Program, Inc.

General Job Description and Position Responsibilities: Executive Director

Responsible to: Governing Board of Directors

Annual Salary Range: \$67,000-\$71,000

General Description:

The executive director is ultimately responsible for the overall management of the agency and all aspects of the agency's operations. This primarily involves the supervision and coordination of a volunteer service program that provides CASA services to abused and neglected children. Key responsibilities include, but are not restricted to, resource development and maintenance, community and public relations, agency and program planning, agency liaison to the board of directors, personnel management and fiscal management.

Position Responsibilities:

Resource Development

- Work with board in any fundraising events or activities
- Research and prepare grant proposals and other funding applications
- Deliver monthly financials to the Board of Directors and Administration of the Court
- Develop a tracking system for restricted and un restricted grants

Community and Public Relations

- Coordinate public relations with the purpose of recruiting volunteers and increasing public awareness of the CASA program and its goals and activities
- Develop and maintain relationships with all appropriate groups, agencies and organizations, and any and all other child advocacy agencies and community service organizations
- Oversee media point of contact release of press packets and news releases and follow-up of any media coverage
- Approve all written public relations material printed by the agency
- Participate in public speaking engagements

Agency and Program Planning

- Meet weekly with program staff to:
- Determine and discuss any problems or plans involving volunteers (recruitment, training, screening and supervision), court staff, agency personnel, or agency operations
- Stay informed of all relevant activities of the agency
- Ensure all necessary forms are filed with the appropriate agency for all necessary permits, memberships, licenses, etc.
- Prepare quarterly program reports
- Keep the Court Administration and other child welfare agencies apprised of agency directives and activities
- Oversee agency and program compliance with established policies and procedures
- Develop, implement and maintain tracking systems for both volunteer and caseload files
- Review program/agency progress and compare to goals and objectives
- Ensure agency compliance with National and State CASA standards
- Attend and work with national and state CASA programs through conferences and meetings

Board of Directors Liaison

- Attend all board meetings
- Oversee implementation of all board directives, policies, and procedures
- Serve as liaison between board and agency staff
- Keep board apprised of agency operations, changes, and problems
- Monitor board/committee activities and attend committee meetings

Personnel Management

- Hire and supervise administrative and management staff
- Write and revise, as necessary, the job descriptions for all staff within the agency

- Prepare yearly performance evaluations (oral and written) for all administrative and management staff
- Staff development

Fiscal Management

- Manage day-to-day fiscal operations
- Submit monthly and quarterly financial reports to grantors (as required)
- Review and approve all monthly and quarterly reports and documentation to substantiate those reports
- Submit bills and expenditures to the treasurer for reimbursement and accounting
- Assist in developing agency annual budget

Qualifications:

- Bachelor's Degree in Social Work or Human Services or (3) years minimum experience in the social service field.
- Skills in fiscal management, resource development and maintenance, agency and program planning and public relations.
- Previous experience working with volunteers, and knowledge and understanding of child abuse and neglect, families in crisis and other social service skills.
- Must have valid driver's license
- Must be able to pass a criminal background check, NCIC background check and have no felony convictions.
- Proven ability to communicate, supervise and empower Advocate Supervisors and Advocates to be effective in their roles.
- Proven ability to work cooperatively with various personalities and levels of experience and expertise.
- Proven skills in: customer service, public relations, organizational, Excel, Word and email.
- Commitment to CASA's goals and mission.

Hours and benefits:

This position is Full time (40 hours a week)

Vacation and Sick time

Health and Dental Insurance

The position is permanent.

Office space and supplies are provided by the CASA office.