



Executive Director Job Description

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I. POSITION TITLE/STATUS:

Executive Director
Full-time, Exempt

II. REPORTING RELATIONSHIP:

Reports to the Board of Directors

III. SUMMARY DESCRIPTION OF POSITION:

Responsible for all aspects that include the planning and administering of an agency providing service to abused and neglected children involved in juvenile court proceedings in accordance with CASA's stated goals. Operates under the general direction of the agency's Board of Directors, as well as the guidelines of National CASA.

IV. QUALIFICATIONS:

- A. BA/S degree in the social science, business or related field and/or equivalent experience.
- B. Advanced degree preferred
- C. 10+ years of experience in business or organizational management at a senior level
- D. In-depth knowledge of non-profit organizations, structures, operations, and fiscal responsibilities
- E. Previous experience serving on or working with a Board of Directors
- F. Experienced in volunteer management and development in the nonprofit sector (desirable)
- G. Thorough understanding of CASA, philosophy, values, and objectives (highly desirable)

V. COMPETENCIES:

- A. Strategic thinker with the ability to cast a vision to internal staff as well as external organizational partners
- B. Ability to oversee development of strategic plans for multiple functional departments
- C. Polished social skills, ability to interface with business, community, agency and government leaders at all levels
- D. Ability to present and articulate clearly a position and influence the decisions of key political, community, agency and/or business leaders
- E. Skilled in negotiation and influence

- F. Ability to maintain the strictest of confidence due to access to proprietary/confidential information, requiring utmost integrity to safeguard CASA
- G. Thorough understanding of donor development, fund raising and the grant writing process
- H. Knowledge of the court system operations
- I. Excellent organizational skills
- J. Ability to build and lead a diverse and inclusive team
- K. Ability to respond appropriately to employees, constituency, and executive management, especially during high-pressure situations
- L. Ability to work in a dynamic environment and adjust priorities accordingly
- M. Ability to do complex planning for multiple functional departments
- N. Considerable ingenuity and judgment to solve complex problems
- O. Good mathematical skills and analytical skills
- P. Thorough understanding of political, social, and cultural issues that impact child welfare (highly desirable)

VI. GENERAL PERFORMANCE STANDARDS

Each employee is expected to meet the requirements of their job description. Employees of CASA are also expected to maintain high standards of productivity, cooperation, attendance, efficiency, and economy in their work. Work habits, behavior, attendance, performance results, productivity, policy adherence, or any other relevant factors of an employee must be maintained at appropriate standards. All employees are responsible for promoting CASA volunteerism and financial support to all constituencies in the community.

VII. PHYSICAL REQUIREMENTS AND FREQUENCY:

- A. General office environment
- B. May require extended periods of sitting or standing

VIII. CRITICAL TIMES OF PRESSURE:

- A. Completion of projects in a timely manner
- B. Weeknight and weekend commitments as necessary.

IX. ESSENTIAL JOB FUNCTIONS:

- A. Provides general administration of the agency to include, but not limited to, the following:
 - a) Recommends policies to the Board and/or assists the Board in developing specific
 - b) Written, long and short-range plans for the development of agency programs and services.
 - c) Ensures implementation of policies adopted by the Board.
 - d) Has chief administrative responsibility for public accountability of the agency.
 - e) Carries chief staff responsibility to ensure that legal and fiduciary obligations are met.
 - f) All other work as directed by the Board of Directors.
- B. Responsible for financial management of the agency to include, but not limited to,

the following:

- a) Prepares agency budgets and long-term funding plans.
- b) Directs all financial operations of the agency.
- c) Accountable for the control of resources.
- d) Delegates the raising of funds and stimulation of the fund raising activities/events of others to the Fund Development Director.
- e) Plans grant strategies and reviews all agency grants.
- f) Searches for new and changing funding opportunities throughout state and nation.
- g) Accountable for direct ask of individuals, foundations and corporations for contributions.

C. Responsible for board relations to include, but not limited to, the following:

- a) Assists the Board Nominating Committee with board development.
- b) Maintains appropriate relations with the agency's board and serves on all board committees.
- c) Keeps the Board informed as to agency programs and development.
- d) Administers an orientation and training program for the Board.
- e) Communicates with key Board members on projects.
- f) Coordinates an annual Board strategic planning session. Tracks implementation of that plan throughout the year with committees and staff.
- g) Reports to the Executive Committee on all significant program changes and system shifts.

D. Responsible for public relations for the agency to include, but not limited to, the following:

- a) Interprets the function of the agency to the community through direct involvement and through public relations programs.
- b) Promotes the agency through personal contact, literature and the media.
- c) Assists the Board Public Relations Committee with PR.

E. Responsible for community relations building of the agency to include, but not limited to, the following:

- a) Maintains appropriate relations with other professional and social service groups in the community.
- b) Serves on the state committees and other appropriate community committees.
- c) Follows and tracks human services changes and collaborative grant opportunities in the community and state that could impact CASA's work in collaboration with other agencies.
- d) Seeks opportunities to create community awareness around the issue of children and violence.

F. Responsible for program development and management for the agency to include, but not limited to, the following:

- a) Recommends, develops and provides input and oversight on current and proposed programs.

- b) Maintains balanced growth in ongoing programs
- c) Oversees all program services of the agency to provide maximum efficiency and effectiveness.

G. Responsible for human resource management for the agency to include, but not limited to, the following:

- a) Hires, evaluates and terminates key staff in the performance of their duties.
- b) Provides overall leadership, supervises staff and direction for the successful performance of the agency's mission.
- c) Coordinate oversight in or approval of personnel actions, policies, benefits, salary levels and retention efforts annually.

I have read and understand the job description for the Executive Director and am able to perform the essential functions of the position.

Signature

Date