

## **Executive Director Job Description 29-09-2022 Proposed**

**Mission** : “The mission of the 37th Judicial Court Appointed Special Advocates for Children (“CASA) is to recruit, train, and support volunteers to advocate for every abused or neglected child in state care so that they can be safe, have a permanent home and the opportunity to thrive.”

We at CASA seek a management leader who is committed to the well-being of children and has a history of working with or on behalf of children in some capacity. This person will carry primary responsibility for leading the organization towards the goal of providing advocacy for every child in state custody in our four-county circuit for whom a judge requests a volunteer advocate. The Executive Director reports to and is accountable to CASA Board of Directors. The Executive Director is responsible for the overall management of the organization and all aspects of the organization’s operations. The Executive Director works with the Board to set strategy for CASA and implements plans to ensure the mission of our agency is fulfilled and we are financially secure.

### **Key Job Responsibilities**

#### **Resource Development and Maintenance**

1. Research and prepare grant proposals and other funding applications. Our current grants to maintain include United Way, Victims of Crime Act, Missouri CASA, State Services to Victims Fund, and Community Foundation of West Plains. Prepares reports, audits response, and claims as required by each grant or contract.
2. Maintain a donor base and tracking system for both monetary and non-monetary resources.
3. Serve on the Fundraising/Friendraising standing committee, working with the Board and other volunteer resources (develops non advocate volunteer base).
4. Serve on the Finance Committee providing financial oversight.

#### **Agency Program Planning and Execution**

1. Attend 30 hours of pre-service volunteer training (as soon as classes are available).
2. Meet weekly with staff to determine and discuss problems and plans involving volunteers (recruitment, training, screening, and supervision), cases, issues, and deliverables of our mission.
3. Meet regularly with the Court, Juvenile Office, Guardian Ad Litem, and Children's Division staff, keeping all informed of relevant activities, issues, and problem-solving.
4. Develop and maintain relationships with sister agencies: United Way, Birthday Blessings, Chaffee, etc.
5. Develop and implement strategic plans to ensure agency health: 1 year, 5 year, and 10 year timeframes. Review and report to the Board agency progress in comparison to goals and objectives set to meet the strategic plans.
6. Assure agency compliance with National and Missouri CASA standards (e.g., policies and procedures compliant; audit schedule; conference and meeting attendance).

#### **Community and Public Relations :**

1. Develop and implement a strategy for public relations with the purpose of recruiting volunteers, increasing public awareness of the CASA program, the plight of abused children in our community, and establishing community and corporate supporters of our program.
2. Create and / or oversee the timely development and release of press packets (website updates, print newspaper, radio PSAs, social media (FB), etc.) and public relations material used to increase public awareness of our needs (donors, volunteers).

3. Develop and implement a public speaking engagement strategy (churches, civic organizations, etc.) with the goal of recruiting new volunteers and developing new donors.
4. Oversee social media posts regarding issues of childhood development, child abuse and neglect prevention and other topics relevant to the well-being of children.

### **Personnel Management**

1. Lead the hiring effort and supervise staff.
2. Write and revise, as necessary, the job descriptions for all staff (except Executive Director).
3. Prepare and deliver annual performance evaluations and development plans for all staff based on job descriptions (i. e. Recruit, coach, motivate, inspire and retain CASAs).

### **Board of Directors Liaison**

1. Develop and deliver a Board pre-read packet at least one week in advance of the Board meeting. Includes: financial reporting, highlights, and issues required for Board action. Works with the Board President to develop the meeting's agenda. Attends all Board meetings.
2. Oversees implementation of all Board directives, policies and procedures.
3. Serves as liaison between the Board and agency staff.
4. Keeps Board apprised of agency operations, changes, and problems.
5. Assists Board orientation for all new Board members.

### **Fiscal Management**

1. Manages day-to-day fiscal operations.
2. Submits monthly and quarterly financial reports and retains documentation to substantiate those reports.
3. Receives bills, pays invoices and updates the accounting system with oversight by the treasurer and within the scope of responsibility as granted by the Board (e.g., authorized spending limit, paying regular bills, etc.).
4. Works with the Financial Committee chaired by the Board Treasurer to develop the agency's annual budget; required preparation / participation with audits; and preparation of quarterly and annual tax filings including appropriate forms such as 941, 990 EZ, W2, and 1099-MISC.

### **Qualifications:**

1. A strong commitment to provide quality care to every child the court deem appropriate for CASA.
2. Experience working with or on behalf of children
3. Experience working as or leading volunteers
4. A bachelor's degree (may be waived based on relevant work experience)
5. Strong skills and experience in fiscal management, leadership, personnel management, resource development and maintenance, agency and program planning, and public relations and public speaking.

Previous experience working with volunteers and non-profit agencies, and knowledge and understanding of child abuse and neglect, families in crisis, and other social services skills are given priority. Other skills required: computer (document creation and storage / word processing, worksheets, QuickBooks, etc.), grant writing, and fundraising. Must be self-motivated, with high moral and ethical standards, and have excellent judgment. Must be able to work evenings / weekends occasionally, when necessary. Continuous education (12 hours annually) is a requirement.

