



EXECUTIVE DIRECTOR JOB DESCRIPTION

Classification: Exempt

Reports To: Board of Directors

Relationships

Internal: Board of Directors, Key agency staff

External: Agency Coalitions; funding sources; federal, state and local government units; other agencies in similar fields of service

Qualifications

- A bachelor's degree or greater from an accredited institution in a related field, such as social work, public administration, nonprofit management, business administration, psychology, sociology, education, criminal justice, law, human services, or communications, combined with relevant experience.
- Minimum three years of management experience with emphasis on fiscal policies, grant management, and fund accounting.
- Demonstrated ability to work effectively with individuals, families, children, and volunteers from all backgrounds.
- Strong skills in financial management, strategic planning, resource development, and organizational leadership.
- Technological proficiency in databases, Microsoft products, financial management software and presentation tools.
- Ability to maintain confidentiality and discretion while fostering respectful relationships with community partners and stakeholders.
- Ability to work effectively with volunteer boards and committees.
- Ability to plan, monitor, and evaluate budgets.
- Ability to manage people.
- Ability to organize, plan, and implement activities appropriate to further organizational goals.

Summary of Responsibility

Plans for and administers a program providing service to clients in accordance with the agency's stated purpose and in such a manner that optimum results are achieved in relation to the



resources of the agency. Operates under the general direction of the agency's Board of Directors.

Responsibilities include but are not limited to the following:

Administration

- Assists the Board of Directors in the formation and implementation of policies, procedures, and activities for the effective and economical operation of the agency.
- Evaluates recommended changes in policy and procedures on the basis of their effect upon current policy and/or program.
- Ensures implementation of policies adopted by the Board.
- Presents a clear picture of problems confronting the organization to the Board, including outlining possible solutions to the problems.
- Has chief administrative responsibility for public accountability of the agency, maintenance of agency facilities, and regular reporting to the Board President and other officers or committee chairs as necessary.
- Lead the overall management of agency operations, ensuring compliance with federal, state, and CASA association policies and procedures.
- Establish and evaluate agency policies and processes to ensure efficient and effective operations.
- Maintain relationships with community partners, such as courts, CPS, attorneys, and other organizations, fostering collaboration in support of CASA's mission.
- Implement a comprehensive staff development plan, including training, performance evaluations, and succession planning.
- Leads the strategic planning process with the involvement of key stakeholders.
- Provide leadership for the overall staff, ensuring alignment with organizational goals. Oversee personnel-related matters, including performance evaluations, professional development, staff morale and retention, and organizational effectiveness.

Financial Management

- Prepare agency budgets related to physical, financial, and human resources, and is accountable for control of these resources once approved.
- Direct all financial operations of the agency.
- Reviews insurance policies, works with auditors on the annual audit, tax statements, and returns, and initiates periodic reports to the Board.
- Develop and implement internal financial controls and risk management procedures.



- Prepare and submit detailed financial reports to the Board, including monthly P&L statements, YTD comparisons, and balance sheets.
- Monitor financial activities regularly to identify risks and maintain fiscal integrity.

Volunteer Management

- Oversee volunteer recruitment, training, retention, and consultation to ensure advocates are prepared and supported.
- Provide input on the creation and enhancement of volunteer training materials.

Fundraising and Grants

- Oversee all fundraising activities.
- Prepares state and federal grants, and other proposals as necessary.
- Develop and maintain donor base through fundraising events, donor tracking systems, and strategic relationship building.
- Identify grant opportunities at local, state, and federal levels and ensure accurate reporting and compliance with grant requirements.
- Ensures that monthly and quarterly financial and statistical reports are completed in accurate and timely manner.

Community Relations

- Interprets the function of the agency to the community through direct involvement and public relations programs, including personal contact, literature, and the media.
- Advocate for CASA's mission by actively engaging in community partnerships and public relations efforts to raise awareness and recruit volunteers.
- Build and maintain relationships with service area judges, legislators, attorneys, and other officials to support CASA's role.

Board Relations

- Maintains appropriate relations with the agency's Board and various Board committees and keeps them informed.
- Collaborate with the Board to recruit and engage members representative of the community.
- Provide the Board with timely updates, including strategic recommendations, financial reports, fund development, and progress toward organizational goals.

- Educate the Board on available resources and governance best practices.



Additional Responsibilities

- These are the major duties of the position; however, other duties may be assigned by the Board of Directors as necessary to support the organization's mission and operations. The Board reserves the right to update this job description as required.

Physical Requirements and Work Environment

- The Executive Director will be expected to have daily transportation to attend court hearings, staffings, visitations, recruitment, and fundraising events, etc.

Executive Director: Reviewed January 2025 | Updated March 2025