



JOB TITLE: Executive Director

JOB STATUS: Full-time (1.0 FTE), Exempt

REPORTS TO: Board of Directors

SUPERVISION: Program Coordinator (1 FTE), CASA Supervisor (.5 FTE), 2 Training Coordinators (.20 FTE)

SALARY: \$57,000-\$61,000 yearly + benefits

SUMMARY OF POSITION: The Executive Director is responsible for the overall management and performance of organizational operations. This position reports to the Board of Directors and is accountable to the board, staff, volunteers, donors and community partners to provide effective advocacy for children in foster care. In addition to having strong leadership, management and business management skills, this individual must have resource development skills including donor development, fund raising, grant writing and ability through community collaboration to build capacity and resources.

QUALIFICATIONS (Education/Experience)

- Minimum of 3 years of related experience in administration of volunteer, non-profit, or public service agency, and/or Bachelor's degree in non-profit management, social work, or another related field. Master's degree preferred.
- A collaborator and relationship builder who is visible and present in the community and effectively connects the community and the organization.
- Articulates a clear and compelling vision. Forward looking, is open to and seeks new ideas to accomplish the mission and achieve the vision.
- Energized by a changing environment with diverse challenges, opportunities and problems to evaluate and direct.
- An advocate for the organization that provides strong, continuous promotion of the organization at state, regional and local levels.
- Is entrepreneurial and able to provide strong fiscal oversight. Is motivated to continually strengthen the fiscal health of the organization through traditional and innovative funding sources.
- Previous experience working with volunteers and knowledge and understanding of child abuse and neglect, families in crisis, and other social services skills highly preferred.
- Technical skills: effective written and oral communication with a wide variety of stake holders, excel, word, email and social media and website management, familiarity with program evaluation.
- Lead efforts to ensure geographic, socio-economic, ethnic and cultural diversity throughout the entire organization.

RESPONSIBILITIES

FISCAL MANAGEMENT

- Manage day-to-day fiscal operations according to agency policies & procedures
- Research and prepare grant proposals and other funding applications
- Develop and maintain a donor base for both monetary and non-monetary resources
- Develop and maintain a donor tracking system
- Work with Board in fund-raising events or activities
- Develop agency annual budget for approval by Board of Directors.
- Submit monthly financial reports to the board and grantors as required

AGENCY PLANNING AND PROGRAM SUPPORT

- Meet regularly with program staff to determine and discuss issues related to volunteers, cases and community partners and inform staff of all relevant agency activities.
- Provide volunteer support and training as needed in the absence/vacation of staff.
- Actively coordinate with staff to develop relevant volunteer recruitment, training and support activities.
- Assure all forms and reports are filed with the appropriate agencies for all necessary permits, memberships, licenses, etc.
- Prepare program reports for grants and community partners as needed.
- Keep Juvenile Court administration and other Child Welfare agencies apprised of agency directives and activities.
- Oversee agency compliance with established policies and procedures.
- Maintain filing and data systems for both volunteer and caseload data/files.
- Develop and initiate time-oriented strategic plans to establish agency goals & review program/agency progress and compare to goals and objectives.
- Assure agency compliance with National CASA and Oregon CASA Network standards.
- Engage with National CASA and Oregon CASA Network through conferences and meetings.

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 appropriate groups, agencies, organizations, and any and all other relevant child advocacy and community service organizations.
- Oversee the release of press releases, and follow-up of any media coverage.
- Approve all written public relations material printed and distributed by the agency.
- Be available for public speaking engagements.

HUMAN RESOURCE MANAGEMENT

- Hire and supervise staff.
- Maintain updated job descriptions for all staff (except Executive Director) within the agency.
- Prepare yearly performance evaluations for all staff.
- Provide opportunities & funding for staff development and training.

LIASON TO BOARD OF DIRECTORS

- 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, successes and challenges.
- Monitor Board/Committee activities and attend meetings.

WORKING CONDITIONS

The Executive Director usually works in an office environment, but the mission of CASA may sometimes take the individual to non-standard workplaces. The Executive Director works a standard work week of 40 hours and will sometimes work evenings, weekends, and extra hours to accommodate activities such as Board meetings and representing CASA at public events.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from being required of the position if the work is similar, related, or a logical part of the duties of Executive Director.

In order to be considered for this position, please submit the following by 5:00pm Sunday, October 24, 2021 (first review):

1. A cover letter that demonstrates

- How your experience and skills lead you to be a good fit for this position.
- What about this opportunity most interests you?
- How you heard about this position.

2. A complete chronological resume. Send your application as a PDF via email Attention: Executive Director Search Committee.

3. Three professional letters of reference.

Please submit all application packets to itsallalittlegrey@gmail.com

We will acknowledge receipt of your application, and all inquiries will be handled confidentially.