

# **CASA OF SOUTHEAST TEXAS**

## **EXECUTIVE DIRECTOR JOB DESCRIPTION**

CLASSIFICATION AND STATUS: Exempt/Full-Time Position

REPORTS TO: Board of Directors

### QUALIFICATIONS:

Degree in business, public administration, human services or related field. Master's Degree preferred. Supervision or management experience with a minimum of 3 years related experience in administration of volunteer, nonprofit, or public service agencies. Be able to pass background check.

### PREFERRED SKILLS:

Excellent written and oral communication skills, including presentation and training; ability to work effectively with a volunteer board and committees; ability to plan, monitor and evaluate budgets; experience in writing and administering grants; comfortable interacting with diverse populations; ability to organize, plan and implement activities appropriate to further organizational goals; ability to maintain confidentiality and be discreet. Able to deal effectively with people on an individual basis; speak before groups; administer and manage office and personnel efficiently.

### SUMMARY OF RESPONSIBILITY:

The Executive Director is responsible for the overall management of the agency and all aspects of the agency's operations. This primarily involves the supervision 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, liaison to the board of directors, personnel and fiscal management.

### ESSENTIAL FUNCTIONS:

#### BOARD LIAISON

- Maintain appropriate relations with the Board and Board committees and keep them informed
  - Assist in the preparation of agenda and notices for meetings, workshops, trainings, etc.
  - Attend all Board meetings and prepare a monthly report
  - Collaborate with the Executive Committee in facilitating Board orientation and ongoing training
  - Assist the board in the formation and implementation of policies, procedures and activities for the effective and economical operation of the agency
  - Present a clear picture of challenges confronting the organization to the Board, including outlining possible solutions to stated challenges
  - Act as the official staff representative for CASA: report to the President and confer with other officers or committee chairs as necessary
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- Ensure that legal obligations of the agency are met
- Responsible for public accountability of the agency, maintenance of the agency facilities, and regular reporting to the Board President and other officers or committee chair as necessary

#### FINANCIAL 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 with their documentation
- Submit bills and expenditures for reimbursement and accounting
- Assist in developing agency annual budget
- Responsible for reviewing company insurance policies, assisting with the annual audit, tax statements and returns, and initiating periodic reports to the Board
- Payroll preparation and approval

#### PERSONNEL MANAGEMENT

- Recruit, hire, train, supervise and evaluate qualified professional and non-professional staff
- Ensure compliance with personnel policies and recommend changes in policy and procedures on the basis of their effect upon current policy/program
- Facilitate staff meetings
- Delegate duties to appropriate staff members

#### COMMUNITY AND PUBLIC RELATIONS

- Act as the official representative of CASA Southeast Texas and assures CASA's mission is publicized throughout the community
- Public speaking to boost community awareness, collect donations and promote volunteerism
- Serve as liaison with National and Texas CASA and other agencies on state and local levels
- Maintain appropriate communication between CASA and court personnel, child welfare agencies and the legal community
- Promote cooperation among agencies that work with abused and neglected children or that may benefit abused and neglected children
- Work with staff and/or volunteers to produce public awareness material
- Approve all written public relations material printed by the agency
- Form and maintain strong relationships with corporate partners and major donors

#### PROGRAM MANAGEMENT

- Evaluate program services in relation to specified goals and standards and recommend modifications where appropriate
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- Provide statistical information to the Board and funding sources
- Supervises the development and administration of professional development and education workshops and seminars for volunteers and staff
- Keep abreast of new legislation affecting CASA and what programs are being implemented and considered by other CASA agencies
- See that appropriate communication between CASA and court personnel, child welfare and the legal community is maintained

#### VOLUNTEERS

- Oversee volunteer recruitment, training, supervision and recognition activities
- Assist with volunteer recruitment
- Ensure effective and appropriate use of volunteers in the provision of services

#### PLANNING & DEVELOPMENT

- Develop long and short-term goals for program, development and fiscal management.
- Review CASA standards and assure compliance with funding and regulatory entities
- Submit policy changes or developments to the Board for review and approval
- Provide overall direction and participate in all fundraising activities
- Prepare VOCA, TXCASA and other funding source proposals and/or applications
- Develop written/verbal presentations to corporate sponsors when requested
- Oversee maintenance of donor records (CRM)
- Direct the implementation of fundraising events, donor recognition, and communication activities
- Prepare Criminal Justice Division of the Governor's Office, Texas CASA, National CASA and other grant proposals as is necessary.
- Maximizes funds available from foundations, grants, state and federal agencies. Submits proposals to same. Informs Board of foundations to be approached.

#### ADDITIONAL DUTIES

- Ability to travel both within and outside the state as needed
  - Sign CASA Program, Inc.'s Conflict of Interest policy annually
  - Participate in other continuing education opportunities relevant to this position
  - Other duties as assigned by the Board of Directors
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