



CASA FOR KIDS, INC.
BARRY, EATON & INGHAM

Executive Director Job Description

SUMMARY:

The Executive Director is ultimately responsible for the overall management of CASA for Kids, Inc. of Barry, Eaton and Ingham Counties and all aspects of the program's operations. This primarily involves the advancement and administration of a volunteer service program. CASA, Court Appointed Special Advocates, provides services to abused and neglected children.

Key responsibilities include, but are not restricted to:

1. Resource development and maintenance
2. Community, court, and public relations
3. Fiscal management
4. Agency and program planning
5. Personnel management
6. Liaison to the Board of Directors
7. Supervision of volunteer coordination and court activities

1. RESOURCE DEVELOPMENT AND MAINTENANCE

- A. Research and prepare grant proposals and funding applications
- B. Cultivate donor relationships and oversee donor development and donor management strategies.
- C. Continue to develop and maintain a donor base for both monetary and non-monetary resources
- D. Provide oversight for donor tracking system
- E. Responsible for planning and oversight of fundraising events and activities in collaboration with the Board

2. COMMUNITY AND PUBLIC RELATIONS:

- A. Coordinate public relations with the purpose of recruiting volunteers and increasing public awareness of the CASA program and its goals and activities.
- B. Develop and maintain relationships with all appropriate groups, agencies and organizations, and any other child advocacy agencies and community service organizations.
- C. Liaison to the court
- D. Oversee release of press packets and news releases and follow up of any media coverage.
- E. Be available for public speaking engagements.

3. FISCAL MANAGEMENT:

- A. Manage day-to-day fiscal operations
- B. Responsible for all required grant reporting, financial billings, accounting, and outcome data.
- C. Implement Board approved financial policies.
- D. Develop agency annual budget.
- E. Maintain 501 (C)(3) tax exempt status.

4. AGENCY AND PROGRAM PLANNING

Short Term:

- A. Assure all necessary forms are filed with the appropriate agency for permits, memberships, licenses, etc.
- B. Keep Juvenile Court Administration and other Child Welfare agencies apprised of agency directives and activities.
- C. Maintain up to date organizational policies and procedures (with Board approval) Oversee agency and program compliance with established policies and procedures.

Long Term:

- A. Maintain tracking systems for both volunteer and caseload files.
- B. Develop and initiate time-oriented strategic plans to establish agency goals (e.g., 1-year, 5-year, 10-year plans.)
- C. Review program/agency progress and compare to goals and objectives.
- D. Maintaining compliance with National CASA Standards, grantor/funder standards or other governing body standards.
- E. Attend and work with National and Michigan CASA programs through conferences and meetings.

5. PERSONNEL MANAGEMENT:

- A. Hire and supervise administrative and management staff.
- B. Maintain job descriptions for all staff (except executive director) within the agency.
- C. Assure annual performance evaluations (oral and written) for all administrative and management staff, maintain confidential employee files in a secure setting.
- D. Identify, coordinate, and oversee staff development opportunities.

6. BOARD OF DIRECTORS LIAISON:

- A. Attend all Board meetings.
- B. Oversee implementation of all Board directives, policies and procedures.
- C. Keep Board apprised of agency operations, changes and problems.
- D. Monitor Board/Committee activities and attend Committee meetings.
- E. Assist in the recruitment and orientation of new Board members.

7. SUPERVISION OF VOLUNTEER COORDINATION AND COURT ACTIVITIES

- A. Oversee the recruitment, screening, interviewing, and training of new volunteers.
- B. Oversee the disbursement of cases to appropriate volunteers and all required follow up paperwork and processes
- C. Oversee and be available to support case planning and on-going strategies for advocacy
- D. Oversee all interactions with the respective courts including distribution of reports, tracking of court dates and hearing attendance by Advocate Supervisors. Attend hearings in both Barry, Eaton and Ingham Counties whenever possible.
- E. Ensure volunteer and Advocate Supervisor interactions with the court maintain the integrity of the CASA program.
- F. Provide assistance and consultation for volunteers as needed and/or requested
- G. Supervise the preparation of volunteer evaluations annually

QUALIFICATIONS:

This position requires a minimum of a Bachelors degree in Human Services, Public or Business Administration with a minimum of 3 years related experience in administration of volunteers, a non-profit agency, or a public service agency. A candidate with a Bachelors degree in Social Work, Psychology or a related area with requisite experience in administering an organization or division involved in human social services would also qualify. Candidates will demonstrate strong skills in fiscal management, resource development and maintenance, agency and program planning, and public relations. Previous experience working with volunteers and knowledge and understanding of child abuse and neglect, families in crisis, and other social services skills are given priority.

CASA is an Equal Opportunity Employer. I have received and reviewed the CASA Executive Director Job Description and I certify that I am able to complete the essential functions of the job with or without accommodations.

Signature

Date

Name