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CASA EXECUTIVE DIRECTOR POSITION DESCRIPTION

CLASSIFICATION AND STATUS: Exempt/Full-Time Position

REPORTS TO: Board of Directors

QUALIFICATIONS:

Degree in business, public administration, social work, human services or related field. Master's Degree preferred. Supervision or management experience with a minimum of 3 years related experience in administration. Experience preferred in volunteer, nonprofit, or public service agencies. (See summary on page 4)

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.

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 and coordination 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.

PRINCIPAL RESPONSIBILITIES

Program Development and Delivery

- Develop long and short – term goals for the programs, development, and fiscal management.
- Demonstrates quality of analysis and judgment in program planning, implementation, and evaluation.
- Maintains and utilizes a working knowledge of significant developments and trends in the field of child abuse.
- Ensures that the staff engages in proactive and effective recruitment, development and retention of an adequate number of well-trained volunteers to deliver court advocacy and other agency services.
- Monitors continued improvement of volunteer training and in-service education programs to enhance volunteer skills and knowledge.

Fundraising in Collaboration with Board of Directors

- Develops realistic, ambitious fundraising plans.
- Meets or exceeds revenue goals, ensuring that adequate funds are available to permit the organization to carry out its work.
- Successfully involves others in fundraising.
- Establishes positive relationships with government, foundation and corporate funders.
- Establishes positive relationships with individual donors.
- Develops a network of contacts and support for effective and ongoing sources of funds, board volunteers and other resources to support CAFB programs.
- Assists the Development staff in marketing and/or communications to foster new and existing funding support.

Community Relations & Public Relations

- Serves as an effective spokesperson for the agency; represents the programs and point of view of the organization to agencies, organizations, and the general public.
- Establishes sound working relationships and cooperative arrangements with community groups, organizations and partner agencies.
- Serves on boards, organizations and commissions related to the business, and/or the issues of child abuse at a local, state and national level as appropriate.
- Public speaking to recruit volunteers, collect donations, and promote community awareness
- Serve as liaison with National, Texas, and Arkansas 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
- Work with board, staff and/or volunteers to produce a newsletter and public awareness material
- Approve all written public relations material printed by the agency

Financial Management and Legal Compliance

- Assures adequate control and accounting of all funds, and maintains sound financial practices as directed by the Board.
- Works with the staff, and Finance Committee to prepare a budget; sees that the organization operates within budget guidelines.
- Assures that official records and document are in compliance with federal, state and local regulations and reporting requirements (such as annual information returns; payroll withholding and reporting, etc.)
- Executes legal documents appropriately.
- Assures that funds are disbursed in accordance with contract requirements and donor designations.
- Prepare grants, and other funding source proposals and/or applications.

Administration and Human Resource Management

- Divides and assigns work effectively, delegating appropriate levels of freedom and authority.
- Ensures that job descriptions are developed, updated and that regular performance evaluations are held and documented.
- Oversees staff development and education, and assists program staff in relating their specialized work to the total program of the organization.
- Maintains a climate which attracts, keeps, and motivates a diverse staff of top quality people.
- Supervises the Finance Director, Program Directors, Operations Director and Development staff.
- Provides leadership and direction for Coordinating Team to ensure effective operations and consistent administration of policies and practices.
- Leads the Coordinating Team in quality improvement efforts for services, including development and implementation of plans for program enhancements, training innovation and evaluation of staff members.
- Responsible for creation, delivery and evaluation of agency services for abused and neglected children: effective CASA volunteer advocacy, family services, and Children's Advocacy Center Services.

Board of Directors

- Works well with Board of Directors.
- Provides appropriate, adequate, and timely information to the Board.
- Provides support to Board Committees.
- Sees that the Board is kept informed on the condition of the organization and all important facts influencing it.
- Meets regularly with the Board Chair to discuss agency status, committees and development.
- In collaboration with the Board Chair, prepares agendas and written communications, reviews board minutes and ensures follow-up.
- Facilitates new board and advisory board member orientation.

Additional Duties

- Attend 30 hours of Pre-Service Volunteer Training upon hire
- 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

SUMMARY OF QUALIFICATIONS

This person must possess leadership skills, experience in developing and administering budgets; must work effectively with volunteers and Board of Directors; be able to motivate staff and possess excellent written and communication skills. Background in child abuse prevention helpful. The person filling this position must:

- Have high personal and professional integrity. Must be a strong communicator with excellent written and oral communication skills.
- Be of high character and value structure.
- Work effectively with all levels of the organization, internally and externally.
- Be tenacious and results-driven and have the ability to succeed in a fast-paced environment.
- Be a leader who accepts accountability.
- Be quick to adapt, a self-starter, self-motivated by success, resilient.
- Have the ability to work across all constituent groups.
- Have high personal drive and energy.
- Work well without close supervision.
- Have a "service-focused" attitude.
- Have an open, outgoing and positive personal style characterized by regular communication and involvement at all levels.
- Be well organized and capable of establishing and maintaining proper priorities and handling a variety of detailed activities.
- Have appropriate analytical skills reflected in logical, organized examination of information resulting in valid, unique and accurate proposals and solutions to problems.
- Be a conceptual thinker, capable of evaluating an organization in its broadest context in the development of strategic and tactical plans.

This job description is not intended to be all-inclusive, and the Executive Director will also perform other reasonably related business duties as required and as assigned by the Board of Directors. This organization reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment. <http://www.casatexasarkana.org/>

Providing services to abused children in our community.

Affiliated with Texas CASA, Arkansas CASA, National CASA Association and

