



EXECUTIVE DIRECTOR Position Description

Court Appointed Special Advocates (CASA) trains and supports volunteers who advocate for safe and permanent homes for abused and neglected children under the managing conservatorship of the Texas Department of Family and Protective Services (TDFPS). After serving as an umbrella agency of the Advocacy Center for Crime Victims and Children since 1994, CASA of McLennan and Hill Counties became an independent 501(c)3 organization affiliated with the Texas CASA Network in 2012. Currently, our program advocates annually for approximately one-third of the children in the foster care systems in these counties, and we aim to double these efforts over the next five years.

The Executive Director (ED) is responsible for advancing the program's mission to advocate for every child within the foster care systems of McLennan and Hill Counties who would benefit from having a CASA. The ED collaborates with the Board of Directors (Board) to develop the strategic direction of the organization and implements plans to achieve the organization's goals. The ED manages the overall operation of the organization, including leading and supervising a small staff (4-6 employees).

Reports to: Board of Directors

Skills & Qualifications:

- Experience in financial management, revenue development, administrative oversight, and/or personnel supervision required;
- Experience with child advocacy, nonprofit work, and grant management/writing highly preferred;
- Undergraduate degree in human services, management, or related field;
- Excellent public speaking, interpersonal, and written communication skills

Summary of Responsibilities:

Responsibilities include but are not limited to:

- ❖ *Executive Leadership & Personnel Management:* supervise and provide all human resources services to Staff; serve as liaison between Staff and Board
- ❖ *Administrative & Program Services Oversight:* ensure that Texas and National CASA program standards are met and maintained; monitor volunteer development efforts; oversee case intake and management
- ❖ *Financial Management:* administer the annual budget; prepare financial reports on a monthly, quarterly, and annual basis

- ❖ Revenue Development: generate and manage grant funding; cultivate private individual and corporate donors; assist with fundraising events
- ❖ Strategic Planning, Capacity-Building, & Stakeholder Relations: in coordination with the Board, establish and implement organizational strategic plan; serve as liaison to partner organizations and media outlets; cultivate relationships with key community organizations, networks, and leaders

Specific roles and responsibilities within these areas include:

Executive Leadership & Personnel Management:

1. Recruit, hire, train, supervise, and evaluate all staff.
2. Provide all human resources service to staff.
3. Maintain regular communication with CASA supervisors and other employees through scheduled group and individual meetings.
4. Serve as liaison between Staff and Board, sharing relevant information with both parties and cultivating strong relationships between staff and board members.

Administrative & Program Services Oversight:

1. Conduct timely assessments of the program's compliance with Texas and National CASA program standards and, in coordination with the Board, develop/implement policies and procedures to ensure ongoing compliance with these standards (e.g., create/sustain a working agreement with local courts of jurisdiction; audit case files; provide quarterly reports).
2. Monitor quality/effectiveness of CASA volunteer recruitment, training/development, and retention efforts.
3. Oversee major processes and decisions pertaining to case intake and management (e.g., case selection; supervisor assignment; supervisor-volunteer interaction; permanency recommendations).
4. Maintain knowledge of relevant legislation and local court systems (e.g., by attending court hearings).
5. Identify and advocate for needed changes within the child welfare system.

Financial Management:

1. Prepare and administer the annual budget; monitor progress and changes; keep the board of directors apprised of the organization's financial status.
2. Prepare financial reports, including monthly reports for Treasurer and scheduled reports to grantors.
3. Manage organizational cash flow; administer payment of vendor accounts and staff payroll.
4. Assist in preparation for annual audit and tax statements/returns.

Revenue Development:

1. Develop and execute CASA's annual fundraising plan.
2. Prepare/submit applications for new and renewed grants; manage existing grants (e.g., maintain accurate records and separate accounts for multiple grants; process requests for reimbursement).
3. Cultivate private individual and corporate donors in collaboration with the Board.
4. Create and maintain relationships with directors of local foundations (e.g., Cooper Foundation, Waco Foundation, Rapoport Foundation).
5. Assist with fundraising events and campaigns organized by the Board and various committees.

Strategic Planning, Capacity-Building, & Stakeholder Relations:

1. In coordination with the board, establish and implement strategic plan, including short- and long-term goals and strategies for program growth.
2. Present monthly and quarterly program reports to the Board and propose adjustments, if needed, to operational goals and strategies.
3. Cultivate/maintain collaborative relationships with key representatives of the TDFPS, foster care agencies, and legal community (e.g., judges, mediators, district attorneys, attorneys for children and parents) through regular contact and monthly meetings.
4. Serve as official spokesperson and ambassador to media outlets, governmental officials, and other community leaders and nonprofit professionals (e.g., McLennan County Nonprofit Network, Prosper Waco, United Way, City Council).
5. Participate in organized networks, coalitions, and initiatives relevant to child abuse/neglect and child welfare (e.g., Child Abuse Prevention Month, National Adoption Day, HOT Human Trafficking Coalition).
6. Serve as official liaison to Texas/National CASA.
7. Assist the Board in recruiting, training, and engaging Board Directors and Advisory Board members.