

EXECUTIVE DIRECTOR JOB DESCRIPTION

GENERAL DESCRIPTION

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: (1) resource development and maintenance; (2) agency and program responsibilities; (3) community and public relations; (4) personnel management; (5) agency liaison to the Board of Directors; and (6) fiscal management.

ACCOUNTABILITY

The Executive Director is hired by the CASA Board of Directors. The Executive Director must authorize CASA of Johnson County to secure a state and local criminal records check, a national criminal records check, Texas Department of Family Protective Services check, as well as a state and national sex offender registry check as appropriate and permissible by state law. Fingerprints will be required through the DPS Fingerprint-based Applicant Clearinghouse of Texas and as authorized by Texas Government Code Chapter 411 and any other applicable state or federal statute or policy. The Executive Director must provide at least three references who are not relatives. The Executive Director reports directly to the CASA Board of Directors who is responsible for his/her performance evaluation.

RESOURCE DEVELOPMENT AND MAINTENANCE

1. Research and prepare grant proposals and other funding applications
2. Develop and maintain a donor base for both monetary and non-monetary resources
3. Develop and maintain a donor tracking system
4. Work with board in any fund-raising events or activities

AGENCY AND PROGRAM RESPONSIBILITIES

SHORT TERM

1. Oversee and supervise the coordination of all volunteer activities including recruitment, screening and training of volunteers
2. Cooperate and regularly communicate with the Court, OCOK, and attorneys to promote an understanding and acceptance of the CASA advocacy role
3. Maintain awareness of cases and assignments of volunteers
4. Maintain contact with staff and volunteers: a) to determine and discuss any problems or plans involving volunteers (recruitment, training, screening, and supervision), court staff, agency personnel, agency operations: b) be kept informed of all relevant activities of the agency
5. Assure all necessary forms are filed with the appropriate agency for all necessary permits, memberships, licenses, etc.
6. File quarterly program reports
7. Keep juvenile court administration and other child welfare agencies apprised of agency directives and activities
8. Oversee agency and program compliance with established policies and procedures
9. Complete CASA Volunteer Training

LONG TERM

1. Evaluate the program and recommend modifications and improvements
2. Develop, implement, and maintain tracking systems for both volunteer and caseload files
3. Working with the Board of Directors, develop and initiate time-oriented strategic plans to establish agency goals (1 year, 5 year and 10 year plans)
4. Ensure production of a newsletter to communicate with volunteers
5. Review program/agency progress and compare to goals and objectives
6. Commitment to CASA's goals and mission as well as the standards set out by National and Texas CASA
7. Attend and work with National and State CASA programs through conferences and meetings
8. Ensure CASA of Johnson County's compliance with the contract between Texas CASA and the Office of the Texas Attorney General
9. Ensure the program's compliance with any other applicable state and local statutes, court rules, executive orders, or appropriate regulations

COMMUNITY AND PUBLIC RELATIONS

1. Coordinate public relations with the purpose of recruiting volunteers and increasing public awareness of the CASA program and its goals and activities
2. Develop and maintain relationships with all appropriate groups, agencies, and organizations, and any and all other child advocacy agencies and community service organizations including, but not limited to, Our Community Our Kids, the Texas Department of Protective and Regulatory Services Texas Department of Human Services
3. Oversee release of press packets and news releases and follow-up of any media coverage
4. Approve all written public relations material printed by the agency
5. Be available for public speaking engagements

PERSONNEL MANAGEMENT

1. Hire and supervise administrative and management staff
2. Write and revise, as necessary, the job descriptions for all staff (except executive director) within the agency
3. Prepare yearly performance evaluations (oral and written) for all administrative and management staff
4. Staff development

BOARD OF DIRECTORS

1. Attend all Board Meetings
2. Oversee implementation of all board directives, policies, and procedures
3. Serve as liaison between board and agency staff
4. Keep board apprised of agency operations, changes, and problems
5. Present financial reports for the board to approve at least quarterly (as per Standards)
6. Monitor Board/Committee activities and attend committee meetings

FISCAL MANAGEMENT

1. Manage day-to-day fiscal operations
2. Submit monthly and quarterly financial reports to grantors (as required)
3. Review and approve all monthly and quarterly reports and documentation to substantiate those reports

4. Submit bills to accounting firm for payment and reporting purposes
5. Assist in developing agency annual budget
6. Assist the board in securing an independent audit annually (as per Standards)

QUALIFICATIONS

The Executive Director should have the following skills and experience:

MBA or Bachelor's degree in Business or Public Administration with minimum of 3 years related experience in administration of volunteer, non-profit, or public service agency or Master's or Bachelor's degree in social work, psychology or related area with requisite experience in administering an organization or division involved in human social services. Prior experience will be considered in lieu of degrees. 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 of Johnson County's reputation for integrity and excellence required careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.