

CASA of Hill County Texas

Executive Director Job Description

SUMMARY:

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.

VOLUNTEER AND PROGRAM RESPONSIBILITIES:

- Oversee and supervise volunteers in the coordination of all volunteer activities including recruitment, screening, and training of volunteers
- Supervision and support of volunteer advocates.
- Case management and child case records—selection of volunteer advocates for case assignment, initiates orders for assignment of volunteer advocates, maintains office case file, participates in case staffings, assists in placement options, participates in program evaluations, attends court hearings and provides supervision in reviewing and filing court reports.
- Maintains volunteer advocate records and files.
- Develops, coordinates and moderates all training sessions for child advocates.
- Maintains and fosters congenial relationships and sound protocols with agencies and professionals involved in cases.
- Evaluates child advocate case activity and performance.
- Assists in statistical compilation and record keeping.
- Prepare quarterly program reports for Texas CASA and VOCA.

RESOURCE DEVELOPMENT AND MAINTENANCE:

- Able to sustain yearly budget as approved by the Board of Directors.
- Research and prepare grant proposals and other funding applications.
- Develop and maintain a donor base for both monetary and non-monetary resources.
- Coordinate special event activities with volunteers and board members; coordinate annual campaign; take donors to court; meet with potential donors for the agency.
- Prepare all thank you letters in a timely manner to donors.

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 vendors and process payroll
5. Assist in developing agency annual budget.

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):
 - Texas Department of Protective & Family Services
 - Oversee release of press packets and news releases, and follow-up of any media coverage.
 - Be available for public speaking engagements.

PERSONNEL MANAGEMENT:

1. Hire and supervise administrative and management staff.
2. Prepare yearly performance evaluations (oral and written) for all administrative and management staff.
3. Staff development.

BOARD OF DIRECTORS LIAISON:

1. Prepare agenda and work with Board President for monthly meeting.
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. Monitor Board/Committee activities and attend Committee meetings.

AGENCY MANAGEMENT:

1. Ensure that office is cleaned and yard mowed either by volunteer services or by staff or board services.
2. Purchase office supplies.
3. Deposit incoming checks or cash.

QUALIFICATIONS:

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 educational requirements. 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.

Minimum Qualifications:

Ability to work a flexible 40+ hour work week and available for evening volunteer training sessions and weekend fundraising events.