



**TITLE:** Executive Director

**DEPARTMENT:** East Texas CASA

**REPORTS TO:** Board of Directors

**SUPERVISES:** CASA Staff and Volunteers

**STATUS:** Exempt **HOURS:** 40 hours per week

**SALARY:** Dependent on Experience

---

**SUMMARY OF RESPONSIBILITIES:** The ED is responsible for the overall operation, planning, implementing and coordinating of the comprehensive programs to meet business operational goals and further the mission of East Texas CASA. Key responsibilities include, but are not limited to, resource development and maintenance, community and public relations, agency and program planning, liaison to the board of directors, personnel and fiscal management.

---

**Essential Functions:**

**BOARD LIASON**

1. Maintain appropriate relations with the Board and Board committees and keep them informed
2. Assist in the preparation of agenda and notices for meetings, workshops, trainings, etc.
3. Attend all Board meetings and prepare a monthly report
4. Facilitate Board orientation and on-going training
5. Assist the board in the formation and implementation of policies, procedures, and activities for the effective and economical operation of the agency
6. Present a clear picture of problems confronting the organization to the Board, including outlining possible solutions to stated problems
7. Act as the official staff representative for CASA: report to the president and confer with other officers or committee chairs as necessary
8. Ensure that legal obligations of the agency are met
9. Responsible for public accountability of the agency, maintenance of the agency facilities, and regular reporting to the Board President and other officers or committee chair as necessary

**OFFICE MANAGEMENT:**

1. Hiring, firing, and training of employees;
2. New employee orientation;
3. Annual employee evaluations;
4. Direct Supervision of all Staff;
5. Oversight of all CASA staff: including, but not limited to: case and volunteer management; file compliance; visit compliance; record/notes compliance; court reports; recruitment, assignment, supervision, training, and dismissal of volunteers; and any other activities directly related to programs;
6. Maintain personnel and board director files;
7. Schedule and conduct staff meetings;
8. Maintain up-to-date office, staff, and agency policies & procedures;
9. Maintains continuing education for all staff; and
10. Record retention and file maintenance: insures all files are accurate and up-to-date.
11. Compiles statistics of program to Texas and National CASA, Board of Directors, and stakeholders; and
12. Attends training with Texas CASA as required and recommended, travel for said training is required.

**LOCAL FUNDRAISING:**

1. Responsible for applying for and reporting to local funders (United Way);
2. Involvement in the annual fundraising event;
3. Donor relations; and
4. Identifying and meeting new donors.

**FINANCIAL MANAGEMENT:**

1. Responsible for the overall financial management of the program;
2. Responsible for proposing budget and budget amendments to the board;
3. Responsible for preparing monthly financial reports for the Treasurer and President;
4. Maintaining budget;
5. Accounts payable and Accounts receivable;
6. Responsible for timely submission and communication with CPA firm.
7. Monthly Requests for Reimbursement;
8. Responsible for Quality Assurance and adherence to all National and Texas CASA Standards in all program and financial capacities;

**COMMUNITY AND BOARD:**

1. Reports to the Board of Directors and attends monthly board meetings;
2. Serves on Board Committees as directed by Board;
3. Prepares monthly board reports and packets for board meetings;
4. Speaking at Public Events;
5. Represents East Texas CASA in the community;
6. Handles all media relations on behalf of East Texas CASA including, but not limited to: print, television, magazines, interviews, and radio;

7. Handles all marketing on behalf of East Texas CASA including, but not limited to: website, printed publications, and paid advertising; and
8. Other duties as necessary or as assigned by the Board of Directors.

---

**POSITION EXPERIENCE & ABILITIES:**

*NOTE: These requirements represent minimum levels in order to perform the job on a satisfactory basis. Candidates must have the ability to satisfactorily perform the essential functions of the job.*

---

1. Requires a degree in business, public administration, human resources, or related field. Master's Degree Preferred. Requires a minimum of 3 years related experience in the administration of volunteer, non-profit, or public service agencies
2. The ability to communicate with, supervise, and empower CASA volunteers to be effective in their roles--experience with volunteers is preferred
3. Requires proficient ability to observe and make accurate assessments of situations (e.g., visiting with a party to the case).
4. Requires proficient knowledge of and/or work experience of issues and dynamics within families relating to child abuse and neglect; knowledge of child development.
5. Requires prior related experience in delivering services to youth and/or young adults and families.
6. Requires proficient ability to speak, read and write English.
7. Requires ability to draft, review, and understand, and manage applicable grants.
8. Requires ability to speak clearly and make self understood effectively in face to face interactions; articulate with accuracy to speak on the phone. Requires excellent interpersonal skills and verbal and written communication skills.
9. Requires ability to hear and receive verbal instructions, answer phones, communicate with people in situations with some background noise.
10. Requires ability to maintain confidentiality.
11. Requires excellent organizational skills and attention to detail.
12. Requires the ability to effectively work under pressure and remain flexible as priorities change.
13. Requires ability to work under minimal supervision while exercising excellent professional judgment.
14. Requires the ability to use analytical thinking to solve problems and present viable solutions.
15. Requires ability to effectively and professionally facilitate meetings and workshops to clearly deliver information to clients and others.
16. Proficient working knowledge and ability to accurately and timely operate and perform computer related tasks with specific equipment and software applications required. Requires proficient working knowledge to timely and accurately operate other office equipment such as telephones, copy machines, calculators, fax machines, etc.
17. The ability to work cooperatively with different types of personalities and individuals of diverse racial/economic/cultural background.

18. Requires ability to drive personal vehicle, with appropriate state license, following all laws applicable; must provide proof of liability insurance. Must be age 21 or older to drive on behalf of CASA.
19. Requires ability to work nights and weekends to meet business needs.
20. Requires the ability to travel as required using various modes of transportation. Requires the ability to provide personal transportation on an as needed basis to perform job functions in the community.
21. Requires ability to walk, stand and sit, sometimes for prolonged periods of time. Requires ability to grasp, push, pull, carry, or otherwise manipulate objects.
22. Requires sufficient good health to properly discharge duties.

### **POSITION CRITICAL SKILLS:**

*NOTE: These requirements represent minimum levels in order to perform the job on a satisfactory basis. Candidates must have the ability to satisfactorily perform the essential functions of the job.*

---

1. Self management. Demonstrate self-control and an ability to manage time and priorities. Make sound decisions even under pressure.
2. Communication. Clearly express ideas, either verbally or in writing, to include but not limited to grammar, organization, and structure.
3. Willingness to Learn. Assimilate and apply new job-related information promptly.
4. Ethics & Integrity. Consistently earn the trust, respect, and confidence of coworkers and customers through consistent honesty, forthrightness, and professionalism in all interactions. Includes meeting commitments and promises.

### **POSITION CRITICAL BEHAVIORS:**

*NOTE: These requirements represent minimum levels in order to perform the job on a satisfactory basis. Candidates must have the ability to satisfactorily perform the essential functions of the job.*

---

1. Team Player. Work effectively with others in the organization and outside the formal lines of authority (i.e., peers, other units, senior management, and the like) to accomplish organizational goals and to identify and resolve problems. Includes considering the impact of your decisions on others.
2. Critical Thinking. The ability to actively and skillfully conceptualize, apply, analyze, synthesize, and/or evaluate information as a guide to belief and action.
3. Self-Starter. Demonstrate initiative to take action to achieve goals beyond what is necessarily called for. Includes the ability to work in a less structured environment.
4. Customer Service Orientation. Make efforts to listen to and understand the customer (both internal and external), anticipate customer needs, and give high priority to customer satisfaction.

5. Self-Confidence. Demonstrate initiative, confidence in oneself, resiliency, and a willingness to take responsibility for personal actions. Have the courage to voice views that are unpopular
6. Thoroughness. The ability to balance an attention to detail with the cost and benefit of doing so.
7. Adaptability. Maintain effectiveness in varying environments, tasks, and responsibilities, or with various types of people. Stay agile in the face of change.

---

*NOTE: East Texas CASA is an Equal Opportunity Employer.*

---

The purpose of East Texas CASA's job description is to describe the basic function, major responsibilities/tasks, and essential functions of each job so that employees can better know what is expected of them. The descriptions also provide information useful for recruiting, training, and performance appraisal. This document does not create an employment contract, nor does it modify the at-will employment status of all employees.

A job description is not meant to inhibit employee creativity or innovation. The description will be revised as job responsibilities change materially.

**To Apply, please submit your resume and cover letter to [boardpresident@easttexascasa.org](mailto:boardpresident@easttexascasa.org).**