

CASA Hope for Children

Position Title: Executive Director

Classification: Full-time **Exempt**

Position Summary:

The Executive Director is responsible for the overall vision and operational focus of the program to ensure delivery of the program's mission. The Executive Director must be a strong leader with a well-rounded business background grounded in good financial decisions, strong policies and procedures and staff and volunteer development. The successful candidate will possess strong local relationships within the counties served and the ability to foster new and continued relationships.

Minimum Qualifications:

- ❖ Seven years overall management experience in non-profit or for-profit business with emphasis on strong fiscal policies, grant management and profit and loss accounting. Experience should include responsibility for budgeting, P&L, staff and compliance.
- ❖ 4-year degree (or equivalent additional experience) in Business, Public Administration in combination with experience required above.
- ❖ 1-2 years grant writing and day to day grant management and reporting. Experience with federal and state grant requirements and laws a plus.
- ❖ Strong management and leadership background with experience managing staff and volunteers. Able to lead, motivate and guide both staff and volunteers.
- ❖ Strong skills in fiscal management, resource development, maintenance, and program planning. Strong analytical skills in finance and data management.
- ❖ Strong presentation skills for both large and small audiences. Able to effectively communicate the mission and importance of CASA to all stakeholders.
- ❖ Extensive community network; excellent public relation and interpersonal skills
- ❖ Strong written, oral, and presentation skills. Ability to interact with diverse populations.
- ❖ Strong interpersonal and leadership skills and experience. Able to delegate and at the same time ensure work is handled properly.
- ❖ Technologically proficient in database management, Microsoft products and presentation products. Able to diagnose issues in database and run relative reports.
- ❖ Knowledge in developing efficient processes and procedures and writing and establishing policies.
- ❖ Knowledge of community resources and community leaders. Able to develop and maintain strong collaborative relationships and work toward common goals.
- ❖ Ability to maintain confidentiality and discretion.
- ❖ The position requires the incumbent to be able to be firm and tenacious when confronted with opposition.

Essential Duties & Responsibilities:

Financial Management:

- Conduct fiscal management tasks including management of day-to-day fiscal functions; submit monthly and quarterly financial reports to grantors, as required; review and approve all monthly and quarterly reports and documentation to substantiate financial reports; submit bill and expenditures for reimbursement and accounting; and develop agency's annual budget.
- Establish required financial controls to ensure separation of duties in handling of funds. Develop written policies to support agency handling of expenses, bank accounts, credit card authorizations and other expense related items. Monitor all financial activities regularly to identify risks of inappropriate fund use.
- Provide monthly financial statements comprised of a monthly P&L, YTD P&L, Balance Sheet and other reports as requested to each Board member and the Financial Committee of the Board. Be prepared to identify areas of discrepancy or change from previous reports.

Funding

- Prepare all grant applications or direct the preparation of grant applications in compliance with state, federal and Texas CASA Standards. Ensure all reporting and reimbursements are accurate and program data is accurate.
- Identify opportunities and the needs for appropriate local, state and private foundation grants. Make the appropriate applications and ensure reporting is maintained.
- Conduct resource development and maintenance tasks including creating or assisting in the creation of fundraising events or activities; write or assign writing of grants; develop and maintain a donor base for monetary and non-monetary resources; develop and maintain donor tracking system; and develop and maintain agency relationships.

Administration

- Perform overall management of agency and all aspects of agency's operations.
- Make presentations and coordinate public relation events throughout the communities about CASA for the purpose of volunteer advocate, board, and special groups' recruitment, improving public awareness and education, and fundraising.
- Attend meetings to foster relationships with local agencies working for the best interest of the children being served in the community. Develop and maintain relationships with all appropriate groups, agencies, and organizations, and all other child advocacy agencies and community service organizations.
- Conduct personnel management tasks including overseeing of volunteer recruitment, training, retention, and consultation; provide staff and volunteer consultation as needed; maintain awareness of cases and volunteer assignments to cases; conduct regular staff meetings; create and implement staff development plan; hire and supervise administrative and management staff; write and revise (as needed) staff job descriptions; prepare yearly staff performance evaluations. Serve as liaison between board and staff.
- Conduct agency tasks including ensuring agency and program compliance with federal, state and CASA association policies and procedures; ensuring timely and appropriate communication with courts, CPS, and

attorneys in the child protection system; and regularly evaluate the program and recommend modifications and improvements.

- Provide input on volunteer recruitment and training, and volunteer retention, materials.

Direct Advocacy

- Responsible for the overall management and direction of the local program's volunteer advocacy efforts including the development of policies in compliance with HHSC and Texas CASA requirements.
- Ensure compliance of staff and volunteers with all program standards and program policies. Deals with violations of policies with appropriate feedback and intervention.
- Appropriately deal with violations of policies affecting the overall welfare of the program.
- Review all policies annually and recommend updates to the Board of Directors.

Policy Development & Compliance

- Develop policies in accordance with Texas CASA standards and HHSC requirements. Ensure all policies are up to date and appropriate approval authorities are in place.
- Review and develop policies and procedures for the efficient and effective functioning of the program.
- Review and obtain Board approval on significant policy development.
- Communicate policies and procedures to staff and volunteers.
- Implement reviews and compliance procedures to manage and review the programs compliance with case management and tracking. Ensure accurate reporting of child/case and advocate activity through the internal case management system. Review all relevant reports and documents and ensure accurate reporting of numbers for grant dollar calculations.

Board Relations

- Maintain open and frequent communication with Board and Board Committees. Educate the Board on resources and responsibilities available through Texas CASA.
- Prepare information for board package and attend board meetings. Ensure Board Treasurer has financials for review, prepare Board agenda and coordinate with Board president on meetings.
- Work with Board Recruitment committee to engage new Board members from the community.
- Support Board in efforts toward achieving the diversity and inclusions goals set out for Board membership.

Stakeholder Relations

- Establish relationships with service area judges, attorney's office and other officials in support of CASA roles.
- Ensure volunteers have the training and resources to perform the responsibilities of the CASA/GAL role.
- Advocate for CASA in the community.
- Participate in community partnerships to further the services and goals of CASA.

Events & Fundraising

- Work closely with the Fund Development Committee Chair on fundraising events.

- Conduct two signature events annually. Currently hold a Clay Shoot in the spring and Golf Tournament in the fall.
- Ensure the events are organized and responsive to the needs of the participants and in keeping with the professional standards of CASA Hope for Children.

Additional Expectation and Work Hours:

- Minimum of 40 hours each week with Office Hours Monday – Thursday 8:30 to 3:30 and the remainder can be work from home.
- This position is required to attend events and networking functions outside of normal business hours on a regular basis. In addition, this position is expected to be present at all CASA events and be available for donors and supporters.
- Some travel is required, primarily within the state of Texas.

How to Apply

Send a cover letter and resume to kathymeyer@casahopeforchildren – List Executive Director in the subject line.