



Executive Director Job Description

Education Requirements

Bachelor's Degree in a related field with experience in the administration of volunteer, non-profit, or public service agencies.

Experience

- Administrative experience including financial management, strategic planning, collaborations, and human resource management
- Proven record of fundraising success with individual, corporate, foundation, and government grant support
- Expertise in child welfare/advocacy and familiarity with the court system
- Demonstrated ability to leverage board, staff, and community partners to maximize impact on mission goals

Qualities and Attributes

- Effective communicator, strategic and respectful collaborator, and "bridge builder" who can foster partnerships within the organization as well as in the community
- Visionary leader with experience implementing systems, processes, and infrastructure necessary to keep pace with the mission and goals of CASA of Wise and Jack Counties
- Strong organization and prioritization skills
- Strong written communication skills
- Ability to collect and analyze data relevant to CASA and, based on that information, make persuasive recommendations to the board

Job description

Reporting to the Board of Directors, the Executive Director is responsible for the effective leadership, management, and financial health of CASA of Wise and Jack Counties.

Concerning staff, the Executive Director will:

- Create, maintain, and support an effective management team, building strong collaboration between departments as well as the staff and volunteers

- Encourage staff development and education, and assist staff in relating their specialized work to the organization as a whole
- Foster a climate that attracts, retains, and motivates a diverse staff of top-quality people

In program development and administration, the Executive Director will:

- Establish a long-range strategy to achieve CASA mission of Wise and Jack Counties
- Ensure that programs and services are mission-related and cost-effective
- Ensure that all organizational policies, practices, and values comply with professional and regulatory standards and further organizational success

In budget and finance, the Executive Director will:

- Ensure CASA of Wise County applies sound financial and administrative practice through effective fiscal management
- Work with the staff, Finance Committee, and the board in preparing a budget and see that the organization operates within budget guidelines
- Provide monthly updated Income/Expense Statements to the board

In development and marketing, the Executive Director will:

- Supervise a successful fund development strategy, working closely with the board and Development Committee to maintain and increase current levels of giving while identifying new funding sources
- Raise the profile of CASA of Wise and Jack Counties by actively and effectively representing the organization to clients, funders, community leaders, and the community at large and overseeing sound marketing strategies

The Executive Director will also:

- Maintain a working knowledge of significant developments and trends in the fields of child advocacy and nonprofit management

Signature

Date