



Golden Crescent Casa (“GCCASA”) Job Description

Position Title: Executive Director (“Director”)

Classification: Full-time, Exempt

General Description

The Director is responsible for directing a variety of administrative processes that allow GCCASA to operate. It is their job to implement and oversee policies adopted by GCCASA’s Board of Directors (the “Board”). They are also responsible for documenting and presenting GCCASA’s budget as well as interfacing with the community to promote GCCASA’s mission.

Working under the direction of the Board, and being supervised by the Board’s President, the Director leads, plans, organizes and directs the operations of GCCASA, including administering policies established by the Board in accordance with GCCASA’s Charter, and in compliance with state and federal laws. The Director is the chief administrative officer for GCCASA and serves at the will of the Board. They develop and implement administrative procedures; coordinate and direct all staff and operations, and are responsible for selecting, developing, and effectively utilizing staff. The Director supervises and provides leadership for GCCASA staff, the direction of projects, GCCASA financing, and public and intergovernmental relationships.

Salary: from \$75,000 to \$90,000 a year, depends on qualifications and experience

Status: Exempt / Full-time

Primary Work Location: In person, onsite in Victoria, Texas

Schedule:

- 8 hour workdays
- Some evenings and/or weekends as needed

Travel: Approximately 25%

Benefits

- Health insurance with 50% employer contribution
- IRA option with employer match up to 3%
- Dependent health insurance coverage available
- Voluntary dental and vision insurance
- Life insurance
- Paid Leave

Qualifications

The Director must meet the following qualifications.

1. Strong management experience with experience demonstrating effective management and leadership of staff and/or volunteers.



2. At least five (5) years of progressively responsible management experience in non- or for-profit businesses with emphasis on management and administration, strong fiscal policies, and profit and loss accounting. Preference will be given to applicants with CASA experience.
3. A bachelor's degree from an institution accredited by an agency approved by the U.S. Department of Education in Business Administration, Finance, Public Administration, or a related field.
4. Three (3) or more years of experience in writing, developing, and administering grants including preparation of grant applications.
5. Strong skills in fiscal management, resource development, and agency and program planning.
6. Extensive, excellent community networking, public relations, and interpersonal skills.
7. Strong written, oral and presentation skills.
8. Reside in or is willing to relocate within three (3) months of placement to Victoria County Texas or one of its contiguous counties.
9. Have and maintain a valid Texas driver's license and satisfactory driving record.

Other Required Knowledge, Skills and Abilities

The Director must have and effectively use the following knowledge, skills and abilities.

Knowledge of or in:

1. management principles, budget analysis and budgeting procedures and processes, multi-funded financing operations, non-profit regulations, and guidelines prepared by state and federal agencies on a variety of relevant programs.
2. grant research, planning, and writing principles and practices related to grant management.
3. private, local, state, and federal funding sources; grant program coordination methods or techniques; and budget preparation and control.
4. efficient work processes and procedures, and creating and effectively communicating well-drafted policies and procedures.
5. foster care rules and regulations including Texas' Child Protective Service regulations.
6. use of office equipment including copiers, printers, scanners, multi-line phone systems, and fax machines or software.

Skills in:

1. effective interpersonal relations and getting along well with the public, co-workers, sponsors, and others.
2. the proficient use of database management applications including but not limited to Microsoft's suite of Office products (Word, Excel, PowerPoint, and Outlook).

Ability to:

1. establish and maintain effective working relationships with officials, community leaders, sponsors, donors, and others.
2. select, develop, organize, motivate, and effectively utilize and communicate with staff.
3. interpret and communicate state, federal and local rules, regulations and guidelines.
4. recognize, evaluate and adequately respond to a variety of challenges facing GCCASA.
5. communicate in English effectively, both orally and writing. Bilingual ability in Spanish is helpful.
6. work independently with limited supervision.
7. as needed, work after-hours, attend meetings and be flexible, so as to handle other assignments as directed by the Board.



8. maintain confidentiality and discretion.
9. work full-time and in person.

Physical and Mental Requirements

To successfully achieve the goals of GCCASA, the Director must meet the following physical and mental requirements with or without reasonable accommodation.

1. The ability to understand, learn, remember, and communicate information about the job.
2. The ability to understand the meaning of and use and speak words understandably and effectively in the English language.
3. Good hearing and listening abilities, that is, the Director must be able to hear spoken words from co-workers and others.
4. Good motor coordination skills, that is, the Director must be able to coordinate his or her eyes, hands, and fingers rapidly and accurately in order to handle precise movements in activities such as typing and driving, and in response to visual, auditory or other stimuli.
5. Make and use repetitive hand motions over an extended period, as when typing or operating a motor vehicle.
6. Ability to type forty-five (45) words per minute.
7. Work efficiently and effectively under pressure in order to meet deadlines.
8. Sit, stand, move around, bend, reach, stretch, grasp, push and pull, and remain seated or upright for extended periods of time in one room, inside, or outdoors.
9. Must be able to lift or move objects weighing as much as twenty-five (25) pounds. The activities and the estimated amounts of time required per day for each are shown below. The individual estimates may not sum to one-hundred (100) percent.
 - a. Sitting - 75%
 - b. Bending - 25%
 - c. Standing - 25%
 - d. Lifting and moving objects up to 25 pounds - 5%
 - e. Pushing or pulling - 10%
 - f. Reaching - 10%
 - g. Moving within and without the office environment - 25%

Essential Job Duties

In the areas of work shown below, the Director must be able to perform safely and effectively the following essential job duties with or without reasonable accommodation.

Administration

1. Perform overall management of GCCASA and all aspects of its operations.
2. Make presentations and coordinate public relations events throughout the communities about GCCASA for the purpose of volunteer advocate and Board recruitment, improving public awareness and education, and fundraising.
3. 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.



4. Conduct personnel management tasks including overseeing volunteer and employee 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 plans; hire and supervise administrative and management staff; write and revise staff job descriptions; and prepare yearly staff performance evaluations. Serve effectively as liaison between the Board and GCCASA staff.
5. Ensure agency and program compliance with federal, state and CASA association policies and procedures; ensure timely and appropriate communication with courts, Child Protective Services, and attorneys in the child protection system; and regularly evaluate the program and recommend modifications and improvements.
6. Recruit staff and provide input and support on volunteer recruitment, training, and retention materials.
7. Effectively supervise, support and evaluate staff.
8. In-person, regular, punctual attendance is a requirement of the job.
9. Ensure that all GCCASA reports and records are accurate and submitted properly.

Board Relations

1. Maintain open, frequent, and effective communication with Board and Board committees. Educate the Board on responsibilities and resources available through Texas CASA.
2. Prepare information for Board package and attend Board meetings. Ensure Board Treasurer has financial statements for review, prepare Board agenda and coordinate with Board President on meetings.
3. Work with Board recruitment committee to engage new Board members from the community.
4. Support Board in efforts toward achieving the diversity and inclusions goals set out for Board membership.

Financial Management

1. Conduct fiscal management tasks including management of day-to-day fiscal functions; submit and/or ensure the submission of accurate financial reports to grantors, as required; review and approve all reports and documentation to substantiate financial reports; submit expenditures for reimbursement and accounting; and assist in developing the annual budget and budget revisions when appropriate.
2. 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 transactions. Monitor all financial activities regularly to identify risks of inappropriate fund use.
3. Provide monthly financial statements comprised of a monthly Profit and Loss report, Year-to-date Profit and Loss report, Balance Sheet and other reports, as requested, to each Board member and the Finance Committee of the Board. Identify and clearly report discrepancies or changes from previous reports.

Funding

1. Ensure the timely preparation of all grant applications and/or direct the preparation of grant applications in compliance with state, federal and Texas CASA standards. Ensure all reporting, reimbursements, and program data are accurate.



2. Identify opportunities and the need for appropriate local, state and private foundation grants. Complete the appropriate applications and ensure accurate reporting is maintained.
3. Conduct resource development activities and maintenance tasks including creating or assisting in the creation of fundraising events or activities; writing or assigning writing of grants; developing and maintaining a donor base for monetary and non-monetary resources; developing and maintaining donor tracking system; and developing and maintaining agency relationships.

Policy Development

1. Review and develop policies and procedures for the efficient and effective functioning of GCCASA's program.
2. Review and obtain Board approval on significant policy issues or concerns.
3. Communicate policies and procedures to the Board, staff, and volunteers.

Stakeholder Relations

1. Establish relationships with service area judges, legislators, attorneys' offices, and other officials in support of the GCCASA/GAL role.
2. Ensure employees and volunteers receive appropriate training and resources to perform properly the responsibilities of the GCCASA/GAL role.
3. Act as ambassadors and advocate for GCCASA in the community.
4. Participate in community partnerships to further the resources, services and goals of GCCASA.

The duties described in the areas of work above are not all inclusive. Other duties will be required as circumstances indicate.

ACKNOWLEDGEMENT

I acknowledge that I have read and understand this Job Description. If I have any questions or concerns about this Job Description or my job duties, I will discuss those questions or concerns with the President of GCCASA and/or members of the Executive Committee.

This Job Description describes essential duties and qualifications considered necessary to perform the job successfully. The statements made in each section of this Job Description are not all inclusive and the acceptance of the job described above by an applicant or the holding of a job by an employee does not in any way create a contract between GCCASA and an applicant or employee.

Employees are employed on an at-will basis; this means an employee may resign employment at any time for any or no cause and GCCASA reserves the right to modify or terminate an employment relationship at any time and for any or no cause.

This Job Description is not a contract and does not alter the at-will employment relationship. I understand that my job and this Job Description may change and that this Job Description will be used as a tool to evaluate my performance.

Signature

Date



Printed Name