



Big Country CASA – Executive Director Position Description

CLASSIFICATION AND STATUS: Exempt/Full-Time Position

REPORTS TO: Board of Directors

QUALIFICATIONS

Degree in business, public administration, human services or related field. Master's Degree preferred. Supervision or management experience with a minimum of 3 years related experience in administration of volunteer, nonprofit or public service agencies.

SUMMARY OF RESPONSIBILITY

As the Executive Director, your responsibilities include but are not limited to: overseeing volunteer advocate recruitment, training, and evaluation; supervision of Court Appointed Special Advocates (CASA) staff and case management functions; serving as a liaison to the Board of Directors; conducting strategic planning with the Board; preparing, revising and administering the budget; preparing and analyzing financial reports; preparing grant and funding applications; multi-grant management and reporting; participating in and overseeing fundraising activities; providing all Human Resources services to paid staff; development of the CASA and other volunteer programs; serving as a liaison to other community human service organizations, as well as to state and national CASA offices; making presentations of CASA's behalf to corporate and community leaders, as well as to newspaper, television, radio, and social media.

EXPERIENCE AND SKILL REQUIREMENTS

- Experience with strategic fund development planning
- Experience in volunteer management
- Strong communication; speaking, writing and interpersonal skills
- Strong computer skills including Microsoft Word and Excel
- Experience in a leadership role with proven track record of taking initiative
- Experience in nonprofit management preferred

Please submit a cover letter, resume and five (5) references (with complete contact information including email address, phone number and mailing address) to:

Janet Ardoyno, Board President - Big Country CASA

info@bigcountrycasa.org

(This position is open until filled)

Big Country CASA provides equal employment opportunity for all employees and applicants for employment and does not unlawfully discriminate on the basis of age, sex (including pregnancy, childbirth or related medical conditions), color, race, national origin, ancestry, religion, marital status, family care status, physical disability, mental disability, medical condition, veteran status, sexual orientation, gender identity, or any other basis protected by federal and state laws.