



Executive Director Job Description

Reports to: President, Board of Directors

Qualifications:

- Minimum of Bachelor's Degree in social services, business, or related field.
- At least three years' experience in non-profit management, or related field.

Summary of Responsibility:

The Executive Director is responsible for the overall management of the organization and all aspects of the organization's operations. This primarily involves the supervision and coordination of a volunteer service program that provides CASA services to abused and neglected children. Key responsibilities include, but are not limited to: (1) Resource development and maintenance, (2) Program responsibilities, (3) Community and public relations, (4) Personnel management, (5) Program liaison to the Board of Directors, and (6) Fiscal management.

Resource Development and Maintenance:

- Research and prepare grant proposals and other funding applications.
- Oversee the maintenance of a donor database and tracking system for both monetary and nonmonetary resources.
- Work with Board in any fund-raising events or activities.

Program Responsibilities:

- Oversee and supervise the coordination of all volunteer activities including recruitment, screening and training of volunteers.
 - Maintain awareness of cases and assignments of volunteers.
 - Cooperate and regularly communicate with the Court, TDFPS and attorneys to promote an understanding and acceptance of the CASA advocacy role.
- Prepare quarterly statistical program reports.
- Oversee program compliance with established policies and procedures.
- Maintain current knowledge of legislation affecting children and knowledge of the local and state court system.

- Promote the program by attending key events, such as swearing-in ceremonies.
- Assure agency compliance with National and State CASA standards.
- Attend and work with National and State CASA programs through conferences and meetings.

Community and Public Relations:

- Coordinate public relations with the purpose of recruiting volunteers and increasing public awareness of the CASA program and its goals and activities.
- Develop and maintain relationships with all appropriate groups, agencies and organizations, including all other child advocacy and community service organizations and the Texas Department of Family & Protective Services.
- Oversee release of press packets and news releases, and follow-up of any media coverage.
- Approve all written public relations material printed by the organization.
- Be available for public speaking engagements.

Personnel Management:

- Hire and supervise administrative and management staff.
- Write and revise, as necessary, the job descriptions for all staff (except executive director) within the agency.
- Prepare yearly performance evaluations (oral and written) for all administrative and management staff.
- Assure that all staff members receive appropriate training and staff development. Board of Directors Liaison:
 - Attend all Board meetings.
 - Oversee implementation of all Board directives, policies, and procedures.
 - Serve as liaison between Board and agency staff.
 - Keep Board apprised of program operations, changes, and problems.
 - Monitor Board/Committee activities and attend Committee meetings.
 - Maintain official copies of all organizational records.

Fiscal Management:

- Manage day –to-day fiscal operations.
- Submit monthly and quarterly financial reports to grantors (as required).
- Prepare and submit monthly financial reports to the board of directors.
 - Administer the organization’s payroll and submit payment of payroll taxes.
- Submit bills and expenditures for reimbursement and accounting.
- Prepare, revise and administer the organization’s annual budget.

Please send resume and cover letter to Katie Nixon, Board Secretary, at katiefnixon@gmail.com