

# Executive Director Job Description

## Reports to:

President, Board of Directors

## Qualifications:

Bachelor's Degree or minimum five years' experience in non-profit management or related field.

Working knowledge of QuickBooks.

Excellent technology skills.

## Summary of Responsibility:

The Executive director is responsible for the overall management of the organization and all aspects of the organization's operations. Key responsibilities include, but are not limited to:

- Resource Development and Maintenance
- Program Responsibilities
- Community and Public Relations
- Personnel and Volunteer Management
- Liaison to the Board of Directors
- Fiscal Management

## Resource Development and Maintenance

- Write all state and federal grant proposals; Serve as grant manager – submitting all RFRs and reports.
- Research, write and submit additional grant proposals and other funding applications.
- Oversee maintenance of a donor database and tracking system for monetary and nonmonetary resources.
- Work with Board and committees in fund-raising events / activities.

## Program Responsibilities

- Utilize Texas CASA Online Data Management System for all Texas CASA required reports.
- Oversee and supervise coordination of all volunteer activities including recruiting, screening, training, and supporting of volunteers.
- Maintain an 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.
- Approve quarterly statistical reports.
- Oversee program compliance with established policies, procedures, and standards.
- Maintain current knowledge of legislation affecting children and knowledge of the local and state court system.
- Promote the program by attending key events.

- Evaluate services being provided in relation to specified goals and standards and recommends modifications where appropriate.
- Review standards for CASA agencies; assure compliance with funding and regulatory entities.

### **Community and Public Relations**

- Coordinate public relations with the purpose of recruiting volunteers and increasing public awareness of CASA goals and activities.
- Develop and maintain relationships with all appropriate groups, agencies and organizations, including other child advocacy and community service organizations, Department of Family & Protective Services, and judicial and legal entities.
- Oversee news releases and other media coverage.
- Approve all written material developed, printed, and distributed by the organization.
- Be available for public speaking engagements.

### **Personnel Management**

- Hire and supervise staff.
- Write and revise, as necessary, the job descriptions for staff, volunteers, and board.
- Prepare and discuss yearly performance evaluation of appropriate staff; work with Program Director to conduct yearly performance evaluation of Advocacy Supervisors.
- Monitor staff compliance with required training and staff development.

### **Board of Directors Liaison**

- Attend all Board Meetings.
- Coordinate with Board President the preparation and distribution of Board agenda and packets.
- Assist Board in writing and reviewing policies, procedures, and activities to ensure compliance with grants and standards.
- Oversee implementation of Board directives, policies, and procedures.
- Serve as liaison between Board and staff.
- Inform Board of program operations, changes and concerns, outlining possible solutions.
- Maintain official copies of all organizational records, including board minutes.

### **Fiscal Management**

- Manage day-to-day fiscal operations.
- Submit monthly and quarterly financial reports to grantors (as required).
- Prepare and present monthly financial reports to the Board of Directors.
- Coordinate with Board Treasurer to run payroll.
- Manage all grants; submit RFRs.
- Review insurance policies, work with auditor on annual audit.
- Submit payment of payroll taxes, Texas Workforce reports.
- Prepare and distribute W-2s.
- Prepare, revise and administer the organization's annual budget.
- Responsible for purchasing.
- Utilize Quickbooks

*This job description is not intended to be all inclusive, and the Executive Director will also perform other reasonably related business duties as required and as assigned by the Board of Directors.*

*This organization reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment.*

**Policy on Affirmative Action**

Texas CASA and CASA of Harrison County insist on excellence of service to volunteer advocates and to children who have been removed from their homes because of abuse and neglect. CASA is committed to the selection and promotion of personnel on the basis of merit, character, ability, training and experience; it selects the best qualified individual for each job regardless of race, color, national origin, age, gender, religion, disability, or other artificial barriers. CASA adheres to the Equal Employment Opportunity Act of 1972.

*Salary commensurate with qualifications.*

As of September 1, 1999, males between the ages of 18 and 25 must show proof of compliance with the federal selective services law in order to be eligible for employment