Classification: Exempt
Reports to: Board of Directors
Qualifications: Degree in human services or related field. Master’s Degree preferred. Experience in administration and management, revenue development and volunteer management. Experience with nonprofit management preferred.

Summary of Responsibility:
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 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 on CASA's behalf to corporate and community leaders, as well as, to newspaper, television, and radio media.

Administration:
1. Acts as the official staff representative for Voices for Children, Inc.; reports to the President of the Board; confers with such other Board officers or committee chairs as is appropriate.
2. Recruits, hires, trains, supervises, and evaluates all staff.
3. Serves as liaison to Texas CASA and National CASA; and with appropriate private and tax-supported agencies on the local and state levels.
4. Maintains current knowledge of legislation affecting children, knowledge of the local and state court system.
5. Assists the Board in forming and implementing policies, procedures, and activities on the basis of their effect on the overall program.
6. Analyzes problems confronting the organization and presents these to the Board, including outlined solutions.
7. Arranges and conducts an orientation for new Board members.
8. Notify the Personnel/Executive Committee immediately of any criminal charges.
9. Develop and monitor staff development.

Financial:
1. Forms and administers the budget as approved by the Board.
2. Prepares financial reports, i.e., monthly financial reports for the treasurer and Board, monthly or quarter financial reports to grantors.
3. Administers or supervises the payment of vouchers and accounts.
4. Administers or supervises payroll.
5. Reviews company insurance policies, assists with the annual audit, tax statements and returns, initiating periodic reports to the Board.
6. Maintains accurate records and separate accounts for multiple grants.

Fundraising:
1. Assists with or prepares and submits all grant proposals
2. Maximizes funds available from foundations, grants, state and federal agencies.
3. Participates with the Board in fundraising activities and special events.

All Programs:
1. Supervises and administers all programs as approved by the Board of Directors, including CASA and Safe Harbour.
2. Supervises Program Director and, as needed, Volunteer Coordinators regarding case management and supervision duties.
3. Develops and oversees methods of program evaluation to ensure the quality of services.
4. Develops collaborative projects with other community service organizations around the issues of child abuse and neglect.
5. Develops and maintains relationships with key community officials and leaders.
6. Supervises the development and administration of training through workshops, seminars, symposiums for volunteers, staff and the Board of Directors.
7. Maintains current information about similar programs and agencies.
8. Provides statistical information to the Board and to funding sources.
9. Maintains all Personnel files and records according to policy and the most recent employment and nonprofit legal guidelines.
10. Annually reviews program policies and procedures, updating procedures as needed and making recommendations to the Board for any policy revisions.
11. Makes community presentations about child abuse and the role of CASA as well as the need for supervised visitations and the role of monitors to recruit volunteers and to raise community awareness.

CASA Program:
1. Participates in the recruitment and training of Volunteer Advocates, ensures each Volunteer Advocate is matched to the appropriate child case, provides supervision to Volunteer Advocates if needed.
2. Oversight of all CASA cases through scheduled case conferences.
3. Jointly conduct quarterly audits of case and volunteer files with the Program Director.
4. Develops and implements ancillary services for abused and neglected children (eg. National Adoption Day, Heart Gallery, “Life Kits”, summer camps, Christmas drive, Foster Care Bill of Rights, etc.)
5. Identify and advocate for changes within our local child welfare system.
6. Attends and represents Voices for Children, Inc. at court hearings as needed.
7. Participate in CPS mediation as needed.
8. Assures that appropriate communication is maintained among Voices for Children, Inc., court personnel, child welfare agencies, and the legal community through at least monthly meetings with CPS and at least quarterly meetings with the Court, CPS.
9. Ensures that National CASA, Texas CASA and local program standards are met and maintained.
Expansion of CASA Programs:
1. Create a working agreement with local courts of jurisdiction.
2. Develop and maintain a good working relationship with the Court and CPS with regular meetings.
3. Identify and approach key individuals in the community for support.
4. Assist the Board of Directors in recruitment of Board members from each county.
5. Hold community meetings in support of CASA services.
6. Establish and monitor a volunteer recruitment plan for the service area.

Planning and Development:
1. Develops long and short-term objectives annually as part of an annual report made to the Board of Directors.
2. Reviews standards for Texas CASA and National CASA; assures compliance with funding and regulatory entities.
3. Submits policy development or proposed changes for Board approval.
4. Develops public relations procedures for all facets of Voices For Children, Inc. programs including volunteer recruitment, fund raising and public awareness.
5. Assists in the development and production of newsletters and other public awareness material.