



1403 N.Seymour
Laredo, Texas 78040
www.vozdeninos.org

Phone: 956.727.8691
Fax: 956.725.7557

Voz de Niños advocates for the best interests of abused and neglected children in the court system through the training and support of community volunteers

Executive Director Job Description

Basic Function

The Executive Director is ultimately responsible for the overall management of the agency and all aspects of the agency'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 restricted to, resource development and maintenance, community and public relations, agency and program planning, agency liaison to the board of directors, personnel management and fiscal management.

Responsible To

Board President and Board of Directors

Qualifications

Bachelor's degree or higher from a four year accredited university and have a minimum of three years related experience in the area of administration of volunteers, employment within a non-profit organization and/or public service agency. Must pass a background check, credit check and drug test. Candidates will demonstrate strong skills in fiscal management, resource development and maintenance, agency and program planning and public relations. Candidates shall have previous experience with volunteer service. Must have a working knowledge and an understanding of the judicial system, child abuse and neglect, as well as families in crisis. Candidates with other social services skills will also be reviewed and considered.

Duties & Responsibilities:

1. Resource Development
 - a. Research and prepare grant proposals and other funding applications.
 - b. Develop and maintain a donor base for both monetary and non-monetary resources.
 - c. Develop and maintain a donor tracking system.
 - d. Work with board in any fundraising events or activities.
2. Community & Public Relations
 - a. Coordinate public relations with the purpose of recruiting volunteers and increasing public awareness of the CASA program and its goals and activities.
 - b. Develop and maintain relationships with all appropriate groups, agencies, and organizations, and any and all other child advocacy agencies and community service organizations
 - c. Oversee release of press packets and news releases, and follow-up of any media coverage
 - d. Approve all written public relations material printed by the agency
 - e. Be available for public speaking engagements.
3. Agency & Program Planning
 - a. Meet weekly with program staff to:

- i. Determine and discuss any problems or plans involving volunteers (recruitment, training, screening, and supervision), court staff, agency personnel, or agency operations.
 - ii. Stay informed of all relevant activities of the agency.
 - b. Ensure all necessary forms are filed with the appropriate agency for all necessary permits, memberships, licenses, etc.
 - c. Prepare quarterly program reports.
 - d. Keep Juvenile Court Administration and other child welfare agencies apprised of agency directives and activities.
 - e. Attend and participate in pre-service volunteer training;
 - f. Complete at least 12 hours of continuing education, some of which will be provided by Texas CASA;
 - g. Oversee agency and program compliance with established policies and procedures.
 - h. Develop, implement, and maintain tracking systems for both volunteer and caseload files.
 - i. Develop and initiate time-oriented strategic plans to establish agency goal (e.g., one-year, five-year, ten-year plans).
 - j. Review program/agency progress and compare to goals and objectives.
 - k. Assure agency compliance with National and State CASA standards.
 - l. Attend and work with National and State CASA programs through conferences and meetings.
- 4. Board of Directors Liaison
 - a. Attend all board meetings.
 - b. Oversee implementation of all board directives, policies, and procedures.
 - c. Serve as liaison between board and agency staff.
 - d. Keep board apprised of agency operations, changes, and problems.
 - e. Monitor board/committee activities and attend committee meetings.
- 5. Personnel Management
 - a. Hire and supervise administrative and management staff.
 - b. Write and revise, as necessary, the job descriptions for all staff (except executive director) within the agency.
 - c. Prepare yearly performance evaluations (oral and written) for all administrative and management staff.
 - d. Staff development.
- 6. Fiscal Management
 - a. Manage day-to-day fiscal operations.
 - b. Submit monthly and quarterly financial reports to grantors (as required).
 - c. Review and approve all monthly and quarterly reports and documentation to substantiate those reports.
 - d. Submit bills and expenditures to the treasurer for reimbursement and accounting.
 - e. Assist in developing agency annual budget.

Executive Director

Date