



## **Position Opening: Executive Director**

**CLASSIFICATION AND STATUS:** Exempt/Full-Time Position

**REPORTS TO:** Board of Directors

### **QUALIFICATIONS:**

- Minimum of a bachelor's degree preferably in social work, human services, public/business administration or related field, or 5 years of relevant experience. 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.
- Effective public presentation skills
- Excellent professional oral and written communication skills
- Ability to interact cooperatively with diverse populations and different types of personalities
- Computer literate with experience with Microsoft Excel and Word, and database management programs
- Ability to maintain confidentiality and discretion

### **SUMMARY OF RESPONSIBILITY:**

The Executive Director (ED) is the key leader and therefore sets the culture for the entire organization. This leader must possess a passion for abused and neglected children (children in foster care), that exudes throughout the entire organization.

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; understanding and presenting 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 on CASA's behalf to corporate and community leaders, as well as to newspaper, television, radio, and social media.

While the Executive Director is not responsible to fulfill every role within the office, the ED should possess the knowledge, skills and abilities to perform any job in order to lead effectively. The ED serves as a sounding board for any conflict or issue arising throughout the organization.

## **Conditions of Employment**

- Flexible schedule - includes regular office hours and periodic evening and weekend work
- Willingness to attend occasional out of town training sessions
- Must pass background check and fingerprinting as required by Texas CASA standards
- Must complete CASA Pre-service training as required by Texas CASA standards
- Must have daily transportation in order to attend meetings and represent CASA in the public
  - \*\*Must provide proof of insurance

Big Country CASA offers a competitive compensation package including medical or supplemental health plan (life, dental, vision, cancer and AD&D); paid vacation, sick leave and holidays; maternity leave; monthly cell phone stipend.

**Salary commensurate with experience.**

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

**Jeannette McQueen, Board President - Big Country CASA**

**[apply@bigcountrycasa.org](mailto:apply@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.