

## **JOB DESCRIPTION**

Job Title: CASA of Southeast Texas Executive Director

Reports to: Board of Directors

Hours: 8:00 a.m. – 5:00 p.m. Monday-Friday, and/or as needed

Employee Status: Exempt

### **Description**

The Executive Director is responsible for the overall management and operation of the corporation. Key responsibilities are as follows:

### **Core Competencies & Basic Job Requirements**

1. Master's degree in human services, social work, management, or related field
2. Experience in administrations, revenue development, volunteer management and nonprofit management preferred.
3. Nonprofit experience
4. Grant Writing Experience
5. Public Relations/Marketing Experience
6. Strong Fundraising Experience
7. Minimum 5 years CEO/Executive Director/senior-level nonprofit management
8. Strong computer skills and proficiency with Microsoft Office, QuickBooks, and social media platforms
9. Volunteer management and development experience, as well as experience working with families in crisis.

### **Duties & Responsibilities**

- Effectively communicate the mission and vision of the organization to the general public, businesses and volunteers utilizing public relations skills and all effective platforms;
- Identify, cultivate and solicit new individuals and corporations for major gifts while maintain existing donor relationships;
- Develop a strong, proactive Board of Directors and diverse volunteer core, gaining their commitment to the CASA Southeast Texas mission and vision;
- Serve as the principal professional resource to the Board of Directors, Executive Committee and other key committees informing them of the status of CASA Southeast Texas operations, issues and functions;
- Identify, develop and plan short-term and long-term goals for CASA of Southeast Texas;
- Oversee the financial accounts of the organization and coordinate with CPA as needed;
- Form constructive, mutually beneficial working relationships with other service agencies and interested groups within the community;
- Problem solve, work independently, and provide positive leadership to staff, community and volunteers;
- Manage the development, review and revisions of all organization policies, manuals, bylaws, and
- Carry out other duties as assigned by the Board of Directors.

**Accountability**

The Executive Director reports to the Board of Directors, and must be able to receive feedback on performance.

Performance reviews are made annually in the fall.