



CASA of Bell and Coryell Counties
Executive Director Job Description
2/8/2020

Classification: 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 is responsible for the overall management of the agency and all aspects of the agency's operations. This includes the recruitment, training, supervision, and retention of staff and volunteers in a volunteer service program that provides CASA services to abused and neglected children.

ESSENTIAL FUNCTIONS:

BOARD LIASON

- Maintain appropriate relations with the Board and Board committees and keep them informed

- Assist in the preparation of agenda and notices for meetings, workshops, trainings, etc
- Attend all Board meetings and present a monthly report on current status of the agency
- Facilitate Board orientation and on-going training
- Assist the Board in the formation and implementation of policies, procedures, and activities for the effective and economical operation of the agency
- Present a clear picture of problems confronting the organization to the Board, including outlining possible solutions to stated problems
- Act as the official staff representative for CASA; report to the president and confer with other officers or committee chairs as necessary
- Ensure that legal obligations of the agency are met
- Be responsible for public accountability of the agency, maintenance of the agency facilities, and regular reporting to the Board President and other officers or committee chair as necessary

FINANCIAL MANAGEMENT

- Manage day-to-day fiscal operations
- Identify funding sources including grants from government and foundations, gifts from corporations/ businesses and individuals, and fundraising opportunities (not OVAG related)
- Develop and submit required paperwork for funding sources
- Ensure donor lists are maintained and current. Ensure donor recognition and communication activities are planned and executed (not OVAG related)
- Ensure accuracy and submission of monthly and quarterly financial reports to grantors (as required)
- Ensure payment of bills and expenditures for reimbursement and accounting
- Assist in developing agency annual budget
- Provide oversight in all fundraising activities (not OVAG related)

PERSONNEL MANAGEMENT/ STAFF LEADERSHIP

- Oversee and assist to recruit, hire, train, supervise and evaluate qualified professional paid and volunteer staff
- Control and direct the personnel functions of the program including active participation in or approval of personnel actions
- Ensure compliance with personnel policies
- Facilitate staff meetings
- Delegate duties to appropriate staff members
- Develop written/verbal presentations to corporate sponsors when requested (not OVAG related)
- Oversee maintenance of vendor and donor files (not OVAG related)

COMMUNITY AND PUBLIC RELATIONS

- Engage in public speaking opportunities to recruit volunteers, collect donations (not OVAG related), and promote community awareness

- Serve as liaison with National CASA and Texas CASA and with private tax-supported agencies on state and local levels including current membership in TX and National CASA.
- Ensure appropriate communication between CASA and court personnel, child welfare agencies, and the legal community
- Supervise and promote interagency cooperation among those agencies that deal with abused and neglected children and their families
- Work with board, staff and/or volunteers to produce a quarterly newsletter and/or other public awareness materials
- Ensure maintenance of local CASA website and link to Texas CASA website
- Approve all written public relations material printed by the agency

PROGRAM MANAGEMENT

- Evaluate the services the program provides in relation to specified goals and standards and recommend modifications where appropriate
- Coordinate with Texas CASA in biennial program audit
- Provide statistical information to the Board and funding sources
- Keep abreast of which programs are being implemented or considered by other CASA programs or agencies
- Administer programs of professional education and development through workshops and seminars for volunteers and staff
- Administer OVAG activities 5 hours per week providing oversight on activities of staff, reports and training pertaining to CVC, SAVNS, and information and referrals to assist the volunteer to provide direct victims services including but not limited to, Crime Victims Compensation (CVC) referral forms, Victims Referrals and Information available resources and Texas Statewide Automated Victim Notifications Service (SAVNS) to provide victims of crime and concerned citizen information on offender custody status, court events and cases. Direct services can also include follow-up, advocacy, crisis intervention and transportation. Provide and assist the volunteers in filling out the documentation for these services if requested. Advocate Supervisor is to continue providing and/or assisting throughout the process ensuring consistency and accuracy of directions given to the victim client.
- Keep abreast of legislation affecting children
- Ensure that the CASA program adheres to any requirement set forth through contractual agreements with granting agencies, such as Texas CASA, VOCA, and National CASA
- Ensure Optima database and hard copy files of case information and volunteer information is accurate and current.
- Provide narrative and statistical reports as needed for grant reporting, grant requests, agency publications and other similar needs
- Ensure maintenance of volunteer files, including application paperwork, training records, insurance information, and other relevant data
- Ensure maintenance of archived files
- Ensure and coordinate with Lead Advocate Supervisor regarding court advocacy casework of advocate supervisors.

VOLUNTEERS

- Oversee and assist in coordination of volunteer recruitment, training, supervision, recognition and retention events to include planning, organizing, and implementing initial trainings for volunteer advocates at least three times annually
- Oversee development of volunteer recruitment materials are accurate and current.
- Oversee staff activities to ensure CASA representation at volunteer recruitment opportunities
- Assure application and screening procedures are completed on each new volunteer and re-screenings are done on active volunteers when required
- Conduct personal interviews with all volunteer applicants
- Oversee planning and implementation of swearing-in ceremony to follow each initial training session
- Oversee coordination, preparation and distribution of monthly advocate mailings
- Oversee the review and assignment of new cases to appropriate volunteer supervisor and in assigning cases to volunteers
- Provide guidance and direction to supervisors and volunteers
- Ensure CASA representation at all CPS staffings, court hearings, and other case related meetings
- Ensure effective and appropriate use of volunteers in the provision of services

PLANNING & DEVELOPMENT

- Develop long and short-term plans in the areas of program, development, and fiscal management for the Board's review
- Review standards for CASA agencies and assure compliance with funding and regulatory entities
- Submit policy changes or developments to the Board for review and approval

ADDITIONAL DUTIES

- Participate in continuing education opportunities relevant to this position
- Other duties as assigned by the Board of Directors
- Attend 30 hours of Pre-Service Volunteer Training upon hire

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.

CASA provides equal employment opportunity for all employees and applicants for employment and 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.

Signature

Date