Court Appointed Special Advocates of San Benito County

Position: Executive Director

Application Deadline: Until Filled

Date Posted: 4/26/23

Contact: Gene Hopp, SBC Board Chair (gene8034@att.net)

Salary: TBD

Length of Work year/ Employment Type: 12-month, Full time, some weekends and evenings as required.

CASA of San Benito County serves as a voice to support the interests of foster children – abused, neglected, and abandoned children living in the protective care of San Benito County. Our mission is to recruit, screen and train volunteers from communities throughout San Benito County to serve as advocates for children in court dependent proceedings.

General Position Description:
Serves as the Executive Director for Court Appointed Special Advocates of San Benito County. The Executive Director is responsible for the organization's successful program and operation and is accountable for developing and building strong community relations. The Executive Director must effectively implement the CASA San Benito Strategic Plan while developing and maintaining relationships with donors, internal staff, the Dependency Court, community groups, foster children, advocates, and accountable to the CASA Board of Directors.

Qualifications:
A Bachelor's degree with a track record of effective leadership or determined equivalent through a combination of education and experience in business, finance, and operational oversight is required. An Advanced degree is desirable.

Responsibilities/Duties:
The Executive Director is responsible for overseeing the management of the agency as defined by Rule 5.665 of the California Rules of Court and all other aspects of agency operations, including planning, resource development, staff and volunteer management and development, policy and procedures development, liaison with the Juvenile Court and the CASA Board and Committees, community agencies, and funding sources. The Executive Director adheres to the vision and mission of the organization, oversees program goals and objectives, and interprets current applicable laws, policies, guidelines and procedures.

Skills and Experience:
- Minimum five years’ experience managing comparable organizations.
- Minimum five years’ experience in strategic leadership, planning and implementation; marketing; fund and program development; and senior organizational systems.
Leadership:
- Assure the organization has a vision and strategic plan that achieves its mission and makes consistent and timely progress.
- Identify, assess, and inform the Board of Directors of internal and external issues that affect the organization.
- Provide leadership in developing program, organizational and financial plans with staff and/or Board, and carry out plans and policies authorized by the Board.
- Ensure maintenance of official records and documents and compliance with federal, state, and local regulations.
- Maintain a working knowledge of significant developments and trends in the CASA realm.
- Develop new and unique ways to improve operations of the organization and to create new opportunities.

Financial Planning and Management:
- Work with Treasurer in preparing a comprehensive budget.
- Research funding sources, develop grants and fundraising plans, and write funding proposals to increase the organization's funds, participate in fundraising activities.
- According to the approved budget, administer the organization's funds, approve expenditures within the authority delegated by the Board, and monitor the organization's monthly cash flow.
- Provide the Treasurer and Board of Directors with comprehensive, regular reports on the revenue and expenditures of the organization.

Human Resources:
- Responsible for the recruitment, employment, retention, and release of all personnel, both paid and volunteers.
- Oversee implementation of human resources policies, procedures, and practices, including developing job descriptions for all staff.
- Establish a positive, healthy, and safe work environment per all appropriate legislation and regulations.
- Encourage staff and volunteer development and education relating to their specialized work.

Risk Management:
- Identify and evaluate potential risks to the organization's staff, advocates, property, finances, goodwill, and community image; implements measures to control risk.
- Ensure that the Board of Directors and organization carry appropriate and adequate insurance coverage and understands the terms and conditions of the coverage.

Essential Functions of the Job:
- Able to see, walk, sit and stand for long periods, lift and carry up to 30 pounds.
- Requires mandatory background screening and fingerprint identification of FBI, DOJ and CACI with favorable results.
- Requires valid CA driver's license and reliable transportation.