**ORGANIZATIONAL PURPOSE AND MISSION**

The heart of our program is the Court Appointed Special Advocate (CASA), a specially trained and supervised community volunteer, appointed by the dependency court judge. Research shows just one consistent, stable, and healthy relationship significantly improves adult outcomes for foster children. For nearly two decades, our mission continues to be to advocate for abused and neglected children in the foster system ensuring their voices are heard and their needs are met through our CASA volunteers. Our vision is to champion without compromise for the best interest of EVERY one of our 300-plus foster children in Yolo County through our goal of providing them all with a CASA volunteer. We service our mission and will achieve our vision through our diverse constituents, whom we call our “Hearts of Yolo.”

**SUMMARY JOB DESCRIPTION**

The Executive Director (ED) provides a high standard of vision and leadership including leadership consultation to the governance decisions of the Board of Directors (BOD). The ED administers the fulfillment of the mission and strategic direction through planning, organizing, directing, and coordinating the personnel, processes, and financial resources, including fundraising, fund development, and activities of the organization, and acts as chief spokesperson for the organization, giving voice to Yolo CASA’s vision. The Executive Director is a community-facing role representing Yolo CASA with our community partners and donors.

**KEY RESPONSIBILITIES**

**A. Executive Leadership**

1. Develops agency budget in collaboration with Board Treasurer and oversees Board-approved budget and controls.
2. Works closely with BOD developing, and reviewing strategic goals and objectives and creating reports.
3. Achieves the revenue goals as established by the BOD in the annual budget and follows all financial and accounting policies adopted by the Board.
4. Provides regular reports on progress in the areas of operational management, strategic plan implementation, grantmaking, and finance.
5. Works with the Chairperson to administer the work of the BOD including meeting planning, member recruitment, and board policies.
6. Develops and maintains positive working relationships with government agencies, community organizations, media, and elected officials.
7. Oversees grantmaking process and ensures compliance with all government agencies and funding providers.
8. Hires, trains, and directs employees in the implementation of CASA’s mission, strategic direction, and agency processes.
9. Provides background information, interprets, and informs the BOD of current trends.
B. Resource Development
1. Develop and execute Yolo CASA’s annual fundraising plan.
2. Researches and develops sources of funding to accomplish the strategic goals and mission focused on private donations, major donors, foundations, corporations, and fundraising events.
3. Oversees the planning and success of annual fundraising events including advertising, volunteer recruiting and training, solicitation of sponsorships and donations, and event planning.
4. Develops and maintains positive relationships with all funders and potential funders including soliciting donations.
5. Utilizes effective marketing and advertising approaches to advance the CASA mission.
6. Ensures the donor database is maintained in an accurate and timely manner.

C. Program
1. In partnership with the Program Manager, develops and maintains a systematic approach to recruiting, training, and supporting volunteers for advocacy and ensures compliance with Welfare and Institution Code section 100-109, and CA Rule of Court rule 5.655.
2. Monitors and ensures the integrity of local CASA programs.
3. Fosters collaborative relationships between CA CASA and local CASA Programs, and ensures the provision of relevant programs and services.

D. Operations
1. Administers human resources policies and procedures in a fair and consistent manner.
2. Oversees the operation of the office including IT, equipment, procedures, contracts, and vendors.
3. Oversees accounting/bookkeeping process and personnel to provide accurate and timely reports.

ESSENTIAL TRAITS AND CHARACTERISTICS
Ethics, Integrity, and Trust: Adheres to an appropriate and effective set of core values during both good and bad times; is trustworthy and truthful; Able to present the truth in an appropriate and helpful manner; adheres to strict confidentiality and does not misrepresent themselves for personal gain.
Shared Vision and Purpose: Is optimistic and shares a compelling sense of core purpose with the team; can inspire and motivate others to rally support behind the vision of CASA.
Customer Focus: Is dedicated to meeting the needs of both internal and external customers; is customer focused; establishes and maintains effective relationships with customers and gains their trust and respect; gathers first-hand customer information and uses it for improvements to services and processes; maintains compassion and empathy for the community served by Yolo County CASA.
Teamwork: Demonstrates ability to work harmoniously with others to get a job done with a positive attitude to promote a positive work environment; respects others; resolves issues and conflicts. communicates effectively with team members and provides constructive feedback.
Learning and Decision Making: Quick learner and enjoys the challenge of unfamiliar tasks; proactively admits and amends mistakes; analyzes both successes and failures for clues to improvement; is open to change; able to make effective decisions under tight deadlines and pressure.
Attendance and Reliability: Consistently adheres to scheduled work hours and is flexible to change work hours as needed. Follows established procedures for reporting absences and requesting time off.
**Desired Minimum Qualifications**

To successfully perform the essential functions of this position, the incumbent must have the following:

- A bachelor’s degree from an accredited college/university, master’s degree preferred.
- 4 years of increasing leadership experience within a CASA organization or other non-profit setting.
- Commitment to the mission and vision of Yolo County CASA.
- Knowledge and experience in the development and implementation of strategic plans.
- Skill and comfort in communicating verbally and in writing with groups of all sizes, in person as well as through electronic media.
- Experience in providing leadership to staff and volunteers and organizational development.
- An understanding of the principles of fund development and community relations.
- The ability to work effectively with individuals from diverse cultures and backgrounds.
- Analytic and problem-solving skills.
- Ability to work successfully in a team environment.
- Ability to work effectively with a community-based Board of Directors.
- Must have a valid California driver’s license; maintain state minimum levels of auto insurance, a clean driving record, the ability to be covered by the agency’s insurance carrier, and reliable transportation.
- Must pass a Department of Justice background check upon hire.

**Working Conditions**

The duties of this position regularly require travel in Yolo County in your own personal vehicle. May occasionally require travel within the State of CA. Occasional weekend and/or evening hours may be assigned as needed. While performing the duties of this job, employees may regularly be required to: walk; climb stairs; talk and hear, both in person and by telephone; use hands to operate standard office equipment; reach with hands and arms; carry multiple items at one time; and lift up to 20 pounds. There may be prolonged periods of sitting and computer work.

**Equipment**

This position functions in an office environment. It requires the use of general office equipment such as a personal computer, printer, fax machine, copy machine, and telephones. Duties described above are the general nature and level of work but are not intended to be a comprehensive list of all activities, duties, and responsibilities required of the employee in this position. The ED may be asked to perform other duties as required.

Yolo County CASA is an Equal Employment Opportunity organization. We do not discriminate on the basis of ancestry, race, color, religion (includes religious dress and grooming), sex (includes pregnancy, childbirth, breastfeeding, and/or related medical conditions), gender, gender identity, gender expression, age, national origin, disability (physical and mental including HIV and AIDS), genetic information, military or veteran status, marital status or sexual orientation or request for FMLA.

Interested applicants should email a cover letter and resume to jobs@yolocasa.org