Executive Director Job Description

Date: November 18, 2021

Reports To: Board of Directors

Summary: The Executive Director is ultimately responsible for the overall management of Wayne County CASA and all aspects of the organization’s operations. This primarily involves the advancement and administration of a volunteer service program. Court Appointed Special Advocates, CASA, provides services to abused and neglected children. Key responsibilities include, but are not restricted to:

1. Resource development and maintenance
2. Community, court and public relations
3. Fiscal management
4. Agency and program planning
5. Personnel management
6. Program liaison to the Board of Directors
7. Supervision of volunteer coordination and court activities

RESOURCE DEVELOPMENT AND MAINTENANCE
1. Research and prepare grant proposals and funding applications
2. Continue to develop and maintain a donor base for both monetary and non-monetary resources
3. Develop and maintain a donor tracking system
4. Work with Board in any fund-raising events or activities
COMMUNITY AND PUBLIC RELATIONS
1. Coordinate public relations with the purpose of recruiting volunteers and increasing public awareness of the CASA program and its goals and activities
2. Develop and maintain relationships with all appropriate groups, agencies and organizations, and any other child advocacy agencies and community service organizations
3. Liaison to the court
4. Oversee release of press packets and news releases and follow up of any media coverage
5. Be available for public speaking engagements

FISCAL MANAGEMENT
1. Manage day-to-day fiscal operations
2. Submit monthly and quarterly reports to grantors (as required)
3. Compile time records and submit to the payroll provider. Enter payroll into QuickBooks
4. Submit QuickBooks file to the accountant to prepare financial reports for all Board meetings
5. Manage the organization’s expenses by submitting bills and expenditures to the bookkeeper for payment and accounting
6. Assist in developing agency annual budget
7. Maintain 501 (C)(3) tax exempt status
8. Submit end of year information to accountant for preparation of appropriate tax filings
9. Prepare Annual Report

AGENCY AND PROGRAM PLANNING

Short Term
1. Assure all necessary forms are filed with the appropriate agency for permits, memberships, licenses, etc.
2. Prepare quarterly program reports
3. Keep Juvenile Court Administration and other Child Welfare agencies apprised of agency directives and activities
4. Oversee agency and program compliance with established policies and procedures

Long Term
1. Develop, implement and maintain tracking systems for both volunteer and caseload files
2. Develop and initiate time-oriented strategic plans to establish agency goals (e.g., 1-year, 5-year, 10-year plans)
3. Review program/agency progress and compare to goals and objectives
4. Assure agency compliance with National and Michigan CASA standards
5. Attend and work with National and Michigan CASA programs through National and State conferences and meetings
PERSONNEL MANAGEMENT
1. Hire and supervise administrative and management staff
2. Write and revise, as necessary, the job descriptions for all staff (except executive director) within the agency
3. Prepare yearly performance evaluations (oral and written) for all administrative and management staff, maintain confidential employee files in a secure setting
4. Identify, coordinate and oversee staff development opportunities
5. Compile time records and submit to the payroll provider. Enter payroll into QuickBooks.

BOARD OF DIRECTORS LIAISON
1. Attend all Board meetings
2. Oversee implementation of all Board directives, policies and procedures
3. Keep Board apprised of agency operations, changes and problems
4. Monitor Board/Committee activities and attend Committee meetings
5. Assist in the recruitment of new Board members

SUPERVISION OF VOLUNTEER COORDINATION AND COURT ACTIVITIES
1. Oversee the recruitment, screening, interviewing, and training of new volunteers.
2. Oversee the disbursement of cases to appropriate volunteers and all required follow up paperwork and processes
3. Be available to assist in development of initial case plans and on-going strategies for advocacy
4. Be aware of all interactions with the respective courts including distribution of reports, tracking of court dates and hearing attendance by Advocate Supervisors
5. Ensure volunteer and Advocate Supervisor interactions with the court maintain the integrity of the CASA program
6. Provide assistance and consultation for volunteers as needed or requested
7. Supervise the preparation of volunteer evaluations annually
8. Organize, with the Board, the annual volunteer appreciation event
9. Maintain Court relations
QUALIFICATIONS

Education:  MBA or Bachelor’s degree in Business or Public Administration with a minimum of 2 years of managerial experience or equivalent time in managing/leading a non-profit service organization with a volunteer base required.

Experience:  Proficient with Microsoft Word, Excel, PowerPoint, Publisher, GroupWise, and QuickBooks.
Previous experience working with volunteers and knowledge and understanding of child abuse and neglect, families in crisis and other social services skills preferred. The candidate must be an advocate for children, possess strong interpersonal skills, sound oral presentation skills, strong writing and analytical skills and the ability to work with and understand diverse cultures.

Work Environment:  Standard office environment with majority of the day sitting at a computer, in meetings and/or reading/organizing case/organization reports.  35% travel required.

Status:  Exempt
Certification & Licenses:  None listed at this time

Salary range:  70k -80k

CASA is an Equal Opportunity Employer. I have received and reviewed the CASA Executive Director Job Description and I certify that I am able to complete the essential functions of the job with or without accommodations.

All applicants are asked to submit a cover page and include salary requirements via email to waynecountycasa@gmail.com

_______________________________________________________
Signature_____________  Date_____________