



## Wiregrass Region CASA Job Description Executive Director

**Position:** Executive Director  
**Status:** Full-time  
**Location:** Houston, Dale, Henry, Coffee and Geneva

### Reports to Wiregrass Region Board of Directors

#### SUMMARY

In accordance with Alabama CASA and National CASA standards and operating procedures, the Executive Director is ultimately responsible for the overall management of the agency and all aspects of a 501c3 non-profit and the local program's operations. This includes the supervision and coordination of volunteer service program to abused and neglected children. Key responsibilities include, but are not limited to:

1) Program Planning, 2) Court Liaison & Organizational Awareness, 3) Community & Public Relations, 4) Personnel Management, 5) Board of Directors Liaison, 6) Record Keeping & Reporting, 6) Grants & Fundraising, 7) Volunteer Supervision, 8) Fiscal Management

#### POSITION RESPONSIBILITIES

##### Program planning

Serve as the primary coordinator of court appointed special advocate (CASA) services. Meet with staff to discuss plans, volunteer recruitment, and operations. Responsible for the training and supervision of CASA staff and volunteers. Provide community awareness and educational activities. Attend and work with national and state CASA programs through conferences, trainings, and meetings. Evaluate program accomplishments, problems, and needs within the service area.

##### Court Liaison & Organizational Awareness

Support local program with case assignment and relationship building with DHR and court officials. Assist with program evaluation standards compliance and quality assurance. Work in collaboration with the state executive director and appropriate court officials in areas of resource development, planning and public awareness. Provide support for state-wide events and activities.

##### Community & Public Relations

Coordinate public relations with the purpose of recruiting volunteers and increasing public awareness of the CASA program and its goals and activities. Develop and maintain relationships with all appropriate groups, agencies, and organizations. Identify available human resources for children and families. Oversee release of press packets and news releases, and follow-up of any media coverage. Approve all written public relations material printed by agency. Be available for public speaking engagements. Staff may fill in for Executive Director on speaking engagements.

##### Personnel Management

Hire and supervise administrative, advocate coordinators and other staff as needed. write and revise job descriptions as needed for all staff (except Executive Director) within the agency.

## ***Executive Director-Job Description***

Prepare yearly performance evaluations (oral and written) for advocate coordinators and other staff. Attend all Board of Directors (BOD) meetings. Serve as liaison between BOD and staff. Use performance evaluation results to create annual staff development plan.

### **Board of Directors Liaison**

Attend all Board of Directors meetings. Provide annual report to Wiregrass Region CASA Board of Directors. Recommend program modifications and improvements to Board of Directors. Oversee implementation of all Board directives, policies, and procedures. Serve as liaison between Board and agency staff. Keep Board apprised of agency operations, changes, and problems. Monitor Board/Committee activities and attend Committee meetings. Involve Board of Directors in fundraising events and activities.

### **Record Keeping & Reporting**

Research and prepare program reports and statistics for submission as required for grant reporting to include approval and review of document, i.e. timesheets, mileage and volunteer hours. Work with advocate coordinator(s) to maintain database (Optima) for both volunteer and case files. Work with Board on any fundraising events or activities. The ultimate responsibility of VOCA reporting and maintenance rest with the Executive Director.

### **Grants & Fundraising**

Create and implement a development strategic plan to increase funding sources. Develop and manage fundraising projects and activities. Cultivate relationships with stakeholders, businesses, foundations and other organizations to establish residual giving and additional revenue opportunities. Manage donor relations and prospects to activate new charitable giving. Ensure accurate audit trail is maintained for all stakeholder engagement and all contact/activities are recorded in a database.

### **Volunteer Supervision**

Screen potential volunteers in accordance with NCASA and Alabama CASA protocol. Plan and implement training for new volunteers. Work with advocate coordinators to plan and assist as needed with A) Conducting in-service meetings for volunteers. B) Review and approve reports submitted to the court for each hearing. C) Ensuring individual case preparation for the representation of the best interests of assigned children in court proceedings, and D) Completing and reviewing annual evaluations on volunteers. Resolve casework or interpersonal problems among the volunteers and/or case managers. Identify and recognize contributions of the volunteers and staff. Oversee advocate coordinator(s) day-to-day case management. Some travel will be required; other duties as assigned.

### **Fiscal Management**

Manage day-to-day fiscal operations. Submit monthly and quarterly financial reports to grantors (as required). Review and approve all monthly and quarterly reports and documentation to substantiate those reports. Submit bills and expenditures to the treasurer for reimbursement and accounting. Assist in developing agency annual budget.

### **QUALIFICATIONS**

Bachelor's degree, preferably in a social service-related field, or the equivalent combination of education and experience. Experience required (volunteer or paid) in any of the following areas: social services, child advocacy, volunteer supervision, training, non-profit management, volunteer CASA or guardian ad litem, child welfare, education, mental health. The ability to communicate with and empower volunteers and to be effective in their roles. Able to work cooperatively with different types of personalities. Knowledge and understanding of issues and dynamics within families in crisis relating to child abuse and neglect. Commitment to the program's mission, goals and standards. Proven ability to work and multi-task under pressure, respond quickly to changing situations in complex project environments, prepare responses/narrative quickly and clearly and use personal initiative. Strong verbal and written communication. Good interpersonal and networking skills, highly articulate team player.

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### **WORK ENVIRONMENT**

Be a team-player and support co-workers.

Business casual attire appropriate for office environment.

Some travel required; proof of Alabama driver's license and car insurance (required).

Candidates must successfully complete the local and federal criminal background checks, sex offender background checks, and Child Abuse Registry clearances.

### **EEO POLICY STATEMENT**

The Alabama CASA Network provides equal employment opportunity for all employees and applicants for employment and does not 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.

### **Send resume and cover letter to:**

Bev Arnold

CASA Directors Applications

*Attention CASA Board of Directors*

PO Box 10136

Dothan AL 36304