

## **CASA of Denton County, Inc.**

**Job Description:**           **Executive Director**

**Classification:**           Exempt Full-time Position

**Reports to:**               Board of Directors

**Qualifications:**

- ◆ Minimum of a bachelor's degree, preferably in related field, or at least five years relevant experience
- ◆ Minimum three years experience in administration as a program director, assistant executive director and/or fund raising/PR professional, preferably in a non-profit organization with experience in supervision
- ◆ 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 Office, Quick Books Pro, and database management programs
- ◆ Ability to maintain confidentiality and discretion

**Responsibilities:**

- ◆ **Staff Leadership**
  - Oversight of hiring, supervising and evaluating staff
  - Ensure compliance with personnel policies
  - Facilitate staff meetings
  - Plan staff training and recognition activities
  - Appropriate delegation of duties
  
- ◆ **Fiscal Management**
  - Recommend annual budget to the board of directors
  - Ensure proper allocation and utilization of resources
  - Oversee financial record-keeping function
  - Report preparation for board, internal and external purposes
  - Negotiate facilities, insurance and other contracts and policies
  
- ◆ **Resource Development/Fund Raising**
  - Grant writing to civic, corporate, foundation, and government sources
  - Grant management
  - Coordination of special events
  - Direct mail campaign
  - Planned Giving
  - Oversee maintenance of donor records
  - Plan and implement donor recognition and communication activities
  
- ◆ **Board Liaison**
  - Facilitate board orientation and on-going training
  - Serve as staff liaison on board committees and regularly scheduled meetings
  - Report to the board on finances, program, personnel, etc.
  - Assist the board in the formation and implementation of policies and procedures

- ◆ Program Management
  - Ensure that programs are in compliance with regulations and that activities are in line with the agency mission.
  - Supervise the Court Advocacy Program and Program Director
  - Oversee supervision of all casework staff
- ◆ Volunteers
  - Oversee volunteer recruitment, training, supervision and recognition activities
  - Ensure effective and appropriate use of volunteers in the provision of services
- ◆ Community and Public Relations
  - Recruit volunteers, solicit donations and promote community awareness through public speaking opportunities
  - Serve as liaison with Texas CASA, Inc., National CASA Association, and other external groups
  - Promote and ensure interagency cooperation with partner agencies (CPS, DCFPA, District Courts, District Attorney's Office, CACDC, DCFOF)
  - Develop a quarterly newsletter and annual report
  - Produce brochures, flyers and other public relations materials for use in fund raising, volunteer recruitment and public awareness
  - Meet with community leaders and supporters to acquaint them with agency services and needs to establish and build a network of organization supporters
- ◆ Planning and Development
  - Develop long- and short-term objectives annually in the areas of program, development, fiscal (budget) and management with the board and staff
  - Review standards for CASA agencies, assure compliance with funding and regulatory entities
  - Submit policy development or changes to the board as needed
- ◆ Participate in continuing education opportunities relevant to this position
- ◆ Other duties as assigned by the Board of Directors

**Conditions of Employment**

- ◆ Flexible schedule includes regular office hours and frequent evening and weekend work
- ◆ Must have daily transportation in order to attend meetings and represent CASA in the public
- ◆ Must provide proof of insurance
- ◆ Bending and lifting when setting up for events, storing supplies, moving donations, etc.
- ◆ Standing for long periods of time when making presentations, at special events, etc.