

## **JOB OPPORTUNITY: CASA Executive Director**

Location: Miami County, Ohio

Position Type: Full-Time (Exempt)

Reports To: Board of Directors

### **About Us**

CASA/GAL of Miami County is a non-profit organization that advocates for the best interests of abused and neglected children in the Miami County Juvenile Court system. We empower community volunteers to serve as Court Appointed Special Advocates (CASA) to ensure every child has a safe, permanent home.

### **Job Summary**

The Executive Director serves as the Chief Executive Officer, responsible for the overall management and strategic direction of the agency. Key responsibilities include resource development (fundraising/grants), community relations, staff supervision, program planning, compliance with National CASA standards, and working closely with the Board of Directors.

### **Essential Functions & Responsibilities**

**Resource Development:** Research and prepare grant proposals, maintain donor bases, and manage fundraising events.

**Program Leadership:** Ensure compliance with National and State CASA standards, oversee volunteer training/recruitment, and manage caseload systems. Management of organizational strategic plan, policies and procedures.

**Board & Court Liaison:** Report to the Board of Directors regarding agency progress, and work closely with Children's Services and Juvenile Court staff.

**Fiscal Management:** Develop the annual budget, manage daily financial operations, support audit and 990 preparation and provide financial reports to the Board, funders and other regulatory agencies.

**Community Relations:** Act as the public face of the agency, recruiting volunteers and increasing public awareness.

**Personnel Management:** Hire, train, and supervise administrative and program staff.

Other duties assigned by the board

## **Qualifications**

Education: Bachelor's degree in Business, Public Administration, Social Work, Psychology, or 15 years of relevant experience in a related field required; Master's preferred.

Experience: Minimum of 3–5 years of management experience in a non-profit, volunteer, or public service agency. Experience with the Child Welfare System preferred

Skills: Proven grant writing and fundraising skills; confident public speaker; strong interpersonal abilities; maintains strict confidentiality; proficient in MS Office and data management.

Requirements: Must pass state/federal background checks and hold a valid Ohio driver's license.

## **Benefits**

Commensurate with experience.

Health Care stipend, generous PTO package.

Salary Range: \$65,000-\$78,000/ year.

## **To Apply**

Please submit a resume to [Executivedirector@MiamiCountyCASA.org](mailto:Executivedirector@MiamiCountyCASA.org). Candidate review will begin July 15, 2026 and applications will be accepted until the position is filled.