**CASA/GAL OF \_\_\_\_\_ COUNTY, INC.**

**EXECUTIVE DIRECTOR**

**JOB DESCRIPTION**

**General Description**

The Executive Director is ultimately responsible for the overall management of all aspects of the agency’s operations. This primarily involves the supervision of a volunteer service program which provides CASA services to abused and neglected children. Key responsibilities include, but are not limited to: 1) Resource development and maintenance; 2) Agency and program planning; 3) Community and public relations; 4) Personnel management; 5) Agency liaison to the Board of Directors; and 6) Fiscal management.

**Qualifications**

MBA or Bachelor degree in Business or Public Administration with a minimum of 3 years related experience in administration of volunteer, nonprofit, or public service agency; or a Master or Bachelor degree in social work, psychology or related area with requisite experience in administering an organization or division involved in social services. Candidates will demonstrate strong skills in personnel management, fiscal management, resource development and maintenance, agency and program planning and public relations. Candidates will demonstrate management skills and experience to effectively coordinate services with the court and other community agencies. Previous experience in working with volunteers and knowledge and understanding of child abuse and neglect, families in crisis and other social service skills given priority.

**Resource Management and Development**

1. Research and prepare grant proposals and other funding applications.
2. Develop and maintain a donor base for both monetary and non-monetary resources.
3. Develop and maintain a donor tracking system.
4. Collaborate with Board in any fundraising event.

**Agency and Program Planning**

1. Meet weekly, as a minimum, with program staff to discuss plans or problems involving volunteers. Update court staff and CASA Board of all relevant agency activities.
2. Assure all necessary forms are filed with the appropriate agency for all necessary permits, memberships, licenses, insurance, etc.
3. Prepare monthly program reports.
4. Oversee agency and program compliance with established policies and procedures.
5. Develop, implement, and maintain tracking systems for both clients and volunteers.
6. Develop and initiate time-oriented strategic plans to establish agency goals (e.g. 1 year, 5 year and 10 year plans).
7. Evaluate agency progress and compare achievements to goals and objectives.
8. Assure agency compliance with state and national CASA standards.
9. Collaborate with National CASA and Ohio CASA through attendance and conferences and meetings.

**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 with all other child advocacy agencies and community services agencies.
3. Oversee release of press packets and news releases, and follow-up of any media coverage.
4. Approve all written public relations material printed by the agency.
5. Be available for public speaking engagements.

**Personnel**

1. Hire and supervise administrative and management staff.
2. Write and revise, as necessary, the job description for all staff (except the executive director) within the agency.
3. Prepare annual performance evaluations (oral and written) for all administrative and management staff.
4. Coordinate staff development.
5. Plan and coordinate with the Board of Directors development of program policies and review/revise these policies annually.
6. Ensure personnel management is carried out in accord with written agency policy.

**Board of Directors Liaison**

1. Attend all Board meetings.
2. Oversee implementation of all Board directives, policies, and procedures.
3. Serve as liaison between Board and agency staff.
4. Coordinate staff development.

**Fiscal Management**

1. Manage fiscal operations.
2. Submit monthly and quarterly financial reports to the Board of Directors and grantors/funders, as required.
3. Review and approve all monthly and quarterly reports and the documentation to support those records.
4. Submit bills and expenditures to the treasurer for reimbursement and accounting.
5. Assist in the development of the agency annual budget.