

CASA OF HINDS COUNTY EXECUTIVE DIRECTOR POSITION

CASA OF HINDS COUNTY MISSION:

CASA (Court Appointed Special Advocates) of Hinds County recruits and trains community volunteers to become court-appointed advocates for the best interests of abused or neglected children in the pursuit of safe and permanent homes.

The Executive Director (ED) is hired by, reports to and is evaluated by the Board of Trustees. The ED is responsible for all aspects of CASA of Hinds County including development, volunteer recruitment and management, public relations, financial management, grant making and administration, with oversight and direction from the Board. The Executive Director works in partnership with the Board, Court, staff, agencies, and the community-at-large to further the goals and objectives of the organization. Other job duties include, but are not limited to, the following:

Leadership

- Provide leadership for all aspects of the program consistent with CASA's Mission, Core Model and Strategic Framework.
- Identify and connect with supporters, stakeholders and key constituents for developing & sustaining the program.
- Cultivate and maintain relationships with relevant court(s), legal communities, government agencies, private organizations and stakeholders.
- Prioritize diversification of Board, staff and volunteers to represent the community and children served.
- Create and implement community campaigns to increase financial support and to recruit volunteers.
- Represent CASA on strategic local child welfare committees and coalitions.
- Engage with the CASA network by participating in CASA webinars, attending the National CASA/GAL Association annual conference, and serving on Councils and Committees.

Governance & Regulatory Compliance

- Facilitate ongoing strategic planning with the Board.
- Strengthen the Board by executing intentional skills-focused Board recruitment plans.
- Ensure regulatory and CASA membership compliance utilizing sound fiscal oversight, data management and quality assurance practices.
- Sustain the program through diversified resource development efforts and monthly fiscal reports to the Board.
- Orient new Board members and staff to CASA's Mission and Core Model as well as the duties and obligations of each position.

Operations and Service

- Recruit, manage and retain qualified staff.
- Oversee staff performance with an emphasis on screening, training and supervision of volunteer advocates.
- Assess quality of service continuously through feedback from the court, program data, outcome measures and adherence to CASA local program standards.

- Monitor interactions of staff and volunteers with children served for safety and adherence to the role of a court appointed special advocate.

QUALIFICATIONS:

Bachelor's degree or higher level of education required. Graduate degree related to public/business administration, law, or social work preferred.

Minimum of 2 years' experience successfully leading and growing a non-profit organization.

Resource development, board development and regulatory compliance experience required.

Demonstrated experience and insights related to child welfare advocacy and volunteer management preferred.

REQUIRED SKILLS:

Non-profit management, including proven track record of strategic planning; resource development & fundraising; board development and support; staff oversight & management; and non-profit regulatory compliance. Must have proven track record of initiating, cultivating and strengthening key stakeholder relationships. Ability to establish timeline and account for measurable results required.

ADDITIONAL INFORMATION:

The Executive Director position is a full-time hybrid position, with a minimum of four hours each week spent in the office at Hinds County Youth Court. Salary commensurate with experience, and major medical provided or reimbursed.

Interested candidates should submit a cover letter, resume, and a minimum of three references via e-mail to mpurvis@casams.org. Applications will be accepted through 5:00 p.m. on Friday, November 11, 2022. Any questions should be sent to CASA Mississippi Board Chair, Mary Purvis, via e-mail at mpurvis@casams.org.