CASA OF THE GOLDEN TRIANGLE EXECUTIVE DIRECTOR JOB DESCRIPTION:
FULL JOB DESCRIPTION

Position Title: Executive Director

Classification: Full-time Exempt

CASA of The Golden Triangle Mission:
CASA (Court Appointed Special Advocates) of The Golden Triangle 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.

Qualifications:

- Management experience in non-profit or for-profit business with emphasis on fundraising, strong fiscal policies, grant management and profit and loss accounting.
- 4-year degree (or equivalent) in a related field in combination with experience required above.
- Strong management background with experience managing staff and volunteers.
- Strong skills in fiscal management, resource development and maintenance, and agency and program planning.
- Extensive community network and excellent public relations and interpersonal skills.
- Strong written, oral and presentation skills.
- Able to interact respectfully with diverse populations.
- Technological proficiency in database management, Microsoft products and presentation products.
- Knowledge in developing efficient processes and procedures and establishing policies.
- Knowledge of the foster care and CPS system.
- Ability to maintain confidentiality and discretion.

Responsibilities:

Administration

- Perform overall management of agency and all aspects of agency's operations.
- Make presentations and coordinate public relations events throughout the communities about CASA for the purpose of volunteer advocate and board recruitment, improving public awareness and education, and fundraising.

- Attend meetings to foster relationships with local agencies working for the best interest of the children being served in the community. Develop and maintain relationships with all appropriate groups, agencies and organizations, and all other child advocacy agencies and community service organizations.
- Conduct personnel management tasks including overseeing volunteer recruitment, training, retention, and consultation; provide staff and volunteer consultation as needed; maintain awareness of cases and volunteer assignments to cases; conduct regular staff meetings; create and implement staff development plan; hire and supervise administrative and management staff; write and revise staff job descriptions; prepare yearly staff performance evaluations. Serve as liaison between board and staff.
- Ensure agency and program compliance with federal, state and CASA association policies and procedures; ensure timely and appropriate communication with courts, CPS, and attorneys in the child protection system; and regularly evaluate the program and recommend modifications and improvements.
- Provide input on volunteer recruitment, training and retention materials.

Board Relations

- Maintain open and frequent communication with board and board committees.
- Prepare information for board package and attend board meetings. Ensure Board Treasurer has financial statements for review, prepare board agenda and coordinate with Board Co-Presidents on meetings.
- Work with board recruitment committee to engage new board members from the community.
- Support board in efforts toward achieving the goals set out for board membership.

Financial Management

- Conduct fiscal management tasks including management of day-to-day fiscal functions; submit monthly and quarterly financial reports to grantors, as required; review and approve all monthly and quarterly reports and documentation to substantiate financial reports; submit expenditures for reimbursement and accounting; and assist in developing agency's annual budget.
- Establish required financial controls to ensure separation of duties in handling of funds. Develop written policies to support agency handling of expenses, bank accounts, credit card authorizations and other expense-related items. Monitor all financial activities regularly to identify risks of inappropriate fund use.
- Provide monthly financial statements comprised of a monthly P&L, YTD P&L, Balance Sheet and other reports as requested to each board member and the finance committee of the board. Be prepared to identify areas of discrepancy or change from previous reports.

Funding

- Prepare and submit all grant applications or direct the preparation of grant applications in compliance with state, federal and Mississippi CASA Standards (assistance from the Mississippi CASA can be requested). Ensure all reporting, reimbursements and program data are accurate.
- Identify opportunities and the need for appropriate local, state and private foundation grants. Complete the appropriate applications and ensure reporting is maintained.
- Conduct resource development and maintenance tasks including creating or assisting in the creation of fundraising events or activities; writing or assigning writing of grants; developing and maintaining a donor base for monetary and non-monetary resources; developing and maintaining donor tracking system; and developing and maintaining agency relationships.

Policy Development

- Review and develop policies and procedures for the efficient and effective functioning of the program.
- Review and obtain board approval on significant policy development.
- Communicate policies and procedures to staff and volunteers.

Stakeholder Relations

- Establish relationships with service area judges, legislators, attorneys' offices and other officials in support of the CASA/GAL role.
- Ensure volunteers receive the training and resources to perform the responsibilities of the CASA/GAL role.
- Advocate for CASA in the community.
- Participate in community partnerships to further the services and goals of CASA.

Additional Information

- The Executive Director is a full-time position, open to possible flexible hybrid office model.
- Relocation costs not available.
- Interested candidates should submit a cover letter, resume, a minimum of three references via email to info@casaofgt.org. Applications will be accepted until position is filled. Any questions should be submitted to info@casaofgt.org.