JOB OPENING – Executive Director, CASA of the Southern Coalfields

Status:	Full-Time; Health Insurance eligible
Salary:	$ 53,000
Location:	Logan or Mingo County
Reports to:	WV CASA State Director during program development; local Board of Directors upon establishment

About WV CASA:

CASA stands for Court Appointed Special Advocates. WV CASA is the statewide membership organization supporting local CASA programs across West Virginia. CASA volunteers are trained community members appointed by the circuit court to advocate for the best interests of children who have experienced abuse or neglect. Learn more at www.wvcasa.org.

About the Position:

The Executive Director (ED) is responsible for leading the development and long-term success of CASA of the Southern Coalfields. This position is expected to evolve from organizational formation into executive leadership of an independent local CASA program.

The first year will focus on foundation-building, including establishing the organization as an independent 501(c)(3) nonprofit. During this phase, the position will operate under the supervision of the WV CASA State Director. Upon successful completion of incorporation, federal and state filings, National CASA/GAL membership requirements, and formation of a governing Board of Directors, this position will transition to the Executive Director of CASA of the Southern Coalfields.

Until additional staff capacity is established, the ED will also assume direct responsibility for initiating core CASA program functions, including volunteer recruitment, screening, training, supervision, and case assignment.

Essential Responsibilities:

Program Foundation & Organizational Development

- Establishes CASA of the Southern Coalfields as an independent nonprofit organization, including incorporation and initial governance structure.
- Completes required steps for National CASA/GAL program membership and program authorization
- Initiates fundraising efforts to support program sustainability

CASA Program & Volunteer Advocacy

- Launches core CASA operations, including recruiting, screening, training, and supervising CASA volunteers
- Assigns volunteers to cases and provides ongoing oversight to support high-quality advocacy for children
- Collaborates with courts, child welfare partners, and community stakeholders
- Develops procedures and documentation to support future delegation of volunteer coordination responsibilities

Board of Directors

- Forms and supports a governing Board of Directors, including orientation and early board development.
- Partners with the Board to establish policies, procedures, and strategic direction
- Supports the Board in meeting fiduciary, governance, and oversight responsibilities

Agency Operations & Administration

- Establishes day-to-day operations, systems, policies, and procedures
- Manages budgets, grants, and fiscal controls in collaboration with WV CASA and the Board
- Oversees administrative functions related to finance, personnel, records, and reporting
- Ensures timely submission of required reports, filings, and documentation
- Establishes an organizational culture grounded in respect, accountability, collaboration, and a commitment to children's best interests.
- Ensures the program remains in compliance with National CASA/GAL Standards, applicable state requirements, and court expectations

Resource Development & Community Engagement

- Builds community awareness of CASA and the needs of children served
- Leads local fundraising and resource development to sustain program operations
- Serves as a visible ambassador for CASA of the Southern Coalfields

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Qualifications:

- Bachelor's degree preferred in nonprofit management, public administration, social work, psychology, law, education, or a related field.
- Education requirements may be supplanted and/or augmented by professional experience in nonprofit start-up, organizational development, program management, fundraising, leadership, advocacy, strategic planning, or legal or human services settings.
- Experience recruiting, training, supervising, or supporting volunteers strongly preferred.
- Priority given to candidates with knowledge of child welfare systems or court-related work.
- Strong organizational, financial, and administrative skills; grant writing and administration experience preferred.
- Excellent verbal and written communication skills.
- Proficiency with Microsoft Office Suite and virtual meeting platforms.
- Demonstrated ability to work respectfully and effectively with individuals from diverse backgrounds.
- Must be a resilient advocate for children and families and a collaborative, solutions-oriented leader.

How to Apply:

Send a letter of interest and resume to shanna@wvcasa.org. Position posted 01/01/2026 and remains open until filled.