

CASA FOR KIDS
EXECUTIVE DIRECTOR



Qualifications:

1. Bachelor's degree in business, public relations, social work, psychology, or related area.
2. Three years' experience in administration of a volunteer, non-profit, or public service agency is preferred.
3. Proven organizational skills, fiscal management, fundraising, grant writing, program planning, and public relations are required.
4. Demonstrated ability to communicate with, supervise, and empower both staff and volunteers.
5. Knowledge and understanding of issues and dynamics within families in crisis relating to child abuse and neglect are necessary.

Accountability: The Executive Director is hired by the Board of Directors and reports directly to the Executive Committee.

Duties:

1. Administration

a. Fiscal Management

- 1) Prepares the annual budget with the assistance of the Treasurer and Administrative Committee
- 2) Monitors day-to-day fiscal operations
- 3) Reviews, approves, and submits monthly and quarterly financial reports and documentation as required

b. Funding

- 1) Is responsible for raising the annual budget
- 2) Researches and prepares grant applications and other funding proposals to maximize financial support
- 3) Coordinates additional fundraising activities, projects, and special events as directed by the Board of Directors
- 4) Develops and maintains a donor base/tracking system for monetary and non-monetary resources
- 5) Is a member of the Fundraising Committee and attends all meetings

c. Public Relations

- 1) Coordinates public relations and community outreach with the purpose of recruiting volunteers and increasing public awareness of the CASA program, its goals, and activities.
- 2) Develops and maintains relationships with all appropriate groups, agencies and organizations and all other child advocacy agencies and community service organizations
- 3) Oversees media coverage and publicity generated by CASA For Kids
- 4) Approves all news releases
- 5) Is available for public speaking engagements and other presentations

Applicants should email **Resume & Cover Letter** to SupportCASA@casaforkidsmpc.org by **08/15/2026**

2. Personnel

- a. Screens, interviews candidates, and hires staff in consultation with the Personnel Committee
- b. Supervises Volunteer Coordinators and other staff
- c. Administers personnel policies
- d. Maintains personnel records
- e. Conducts performance evaluations as required
- f. Ensures staff training and development
- g. Reports staff concerns to the Executive Committee

3. Agency Activities and Program Planning

- a. Meets bi-weekly with staff to discuss volunteers, case management, agency operations, and other relevant activities
- b. Oversees agency and program compliance with established policies and procedures
- c. Ensures all necessary forms are filed with appropriate agencies for permits, memberships, licenses, etc.
- d. Assures that the program adheres to any requirements set forth through contractual agreements with granting agencies
- e. Ensures agency compliance with National and State CASA standards
- f. Attends relevant conferences/seminars/workshops/meetings
- g. Works with National and State CASA programs

4. Volunteer Management (Grant Obligation)

- a. Recruits volunteers at community events
- b. Meets with CASA volunteers during non-traditional business hours
- c. Attends court hearings and MDTs when available
- d. Assists with court reports as needed
- e. Assists with new CASA training classes
- f. Other grant obligations as required

5. Board of Directors Liaison

- a. Attends all Board Meetings, Executive Committee meetings, and standing committee meetings
 - 1) Keeps Board of Directors apprised of agency operations, changes, and problems
 - 2) Prepares program reports and other documents as directed by the Board President
- b. Oversees implementation of all board directives, policies, and procedures
- c. Serves as liaison between board and agency staff

6. Professionally represents CASA For Kids

7. Performs other duties as assigned by the Board of Directors