

# ***Executive Director***

The following sample job description was adapted from Davidson County CASA:

## **BASIC FUNCTION**

The executive director is ultimately responsible for the overall management of the agency and all aspects of the agency's operations. This primarily involves the supervision and coordination of a volunteer service program that provides CASA services to abused and neglected children. Key responsibilities include, but are not restricted to, resource development and maintenance, community and public relations, agency and program planning, agency liaison to the board of directors, personnel management and fiscal management.

## **RESPONSIBLE TO**

- Board of directors

## **QUALIFICATIONS**

Possession of (1) an MBA or bachelor's degree in business or public administration with minimum of three-years related experience in administration of volunteer, non-profit or public service agency, or (2) a master's or bachelor's degree in social work, psychology, or related area with requisite experience in administrating an organization or division involved in human social services. Candidates will demonstrate strong skills in fiscal management, resource development and maintenance, agency and program planning and public relations. Previous experience working with volunteers and knowledge and understanding of child abuse and neglect, families in crisis and other social services skills are given priority.

## **DUTIES & RESPONSIBILITIES:**

### **RESOURCE DEVELOPMENT**

- Research and prepare grant proposals and other funding applications
- Develop and maintain a donor base for both monetary and non-monetary resources
- Develop and maintain a donor tracking system
- Work with board in any fundraising events or activities

### **COMMUNITY & PUBLIC RELATIONS**

- Coordinate public relations with the purpose of recruiting volunteers and increasing public awareness of the CASA program and its goals and activities
- Develop and maintain relationships with all appropriate groups, agencies and organizations, and any and all other child advocacy agencies and community service organizations
- Oversee release of press packets and news releases and follow-up of any media coverage
- Approve all written public relations material printed by the agency
- Be available for public speaking engagements

## **AGENCY & PROGRAM PLANNING**

- Meet weekly with program staff to:
  - Determine and discuss any problems or plans involving volunteers (recruitment, training, screening and supervision), court staff, agency personnel, or agency operations
  - Stay informed of all relevant activities of the agency
- Ensure all necessary forms are filed with the appropriate agency for all necessary permits, memberships, licenses, etc.
- Prepare quarterly program reports
- Keep Juvenile Court Administration and other child welfare agencies apprised of agency directives and activities
- Oversee agency and program compliance with established policies and procedures
- Develop, implement and maintain tracking systems for both volunteer and caseload files
- Develop and initiate time-oriented strategic plans to establish agency goals (e.g., one-year, five-year, ten-year plans)
- Review program/agency progress and compare to goals and objectives
- Ensure agency compliance with National and State CASA standards
- Attend and work with national and state CASA programs through conferences and meetings

## **BOARD OF DIRECTORS LIAISON**

- Attend all board meetings
- Oversee implementation of all board directives, policies, and procedures
- Serve as liaison between board and agency staff
- Keep board apprised of agency operations, changes, and problems
- Monitor board/committee activities and attend committee meetings

## **PERSONNEL MANAGEMENT**

- Hire and supervise administrative and management staff
- Write and revise, as necessary, the job descriptions for all staff (except executive director) within the agency
- Prepare yearly performance evaluations (oral and written) for all administrative and management staff
- Staff development

## **FISCAL MANAGEMENT**

- Manage day-to-day fiscal operations
- Submit monthly and quarterly financial reports to grantors (as required)
- Review and approve all monthly and quarterly reports and documentation to substantiate those reports
- Submit bills and expenditures to the treasurer for reimbursement and accounting
- Assist in developing agency annual budget