



Connecticut CASA Association Seeks Executive Director

Location: Hartford, Connecticut

Posted: 3/30/2018

Position Summary:

This position, along with the Connecticut CASA Board of Directors, is responsible for developing and managing a highly effective nonprofit CASA state organization in Connecticut. The Executive Director receives direction and oversight from the Connecticut CASA Board of Directors and works collaboratively with local CASA program directors to identify and plan for the needs of the organization and Connecticut CASA programs. This position will report to the Connecticut CASA Board of Directors.

Core Duties and Responsibilities:

Working in partnership with National CASA and the Connecticut CASA Board of Directors, the Executive Director will be responsible for:

Organizational Development

- Completing the membership process with National CASA
- Developing mission, vision, purpose and values of the organization
- Developing and implementing policies and processes needed to run a highly effective state organization
- Ensuring the state office operates in a manner consistent with the mission as well as the mission and standards set by National CASA
- Establish an office for the Connecticut CASA Association

Network Development

- Developing and implementing a plan to establish local CASA programs across the state to provide volunteer advocates for children who are involved in court due to abuse and neglect
- Establishing a collaborative relationship with existing local CASA programs
- Providing technical assistance, resources and support for the Connecticut CASA/GAL network

Board Development

- Developing and implementing a strategic board recruitment plan to establish a governing board with representation from across the state with the skills and expertise needed to develop a sustainable, highly effective state organization
- Preparing a Board orientation and onboarding for new board members
- Developing, implementing and evaluating progress of a work plan for development of the state organization
- Developing a long-range plan for growth and sustainability

Financial Management & Fund Development

- Working with Board Treasurer and/or appropriate board committee to develop operating budget

- Working with appropriate board committee to develop, implement and evaluate short- and long-term fundraising plan to ensure adequate, diversified funds are secured to support the organization's current operations and planned growth
- Researching, identifying and soliciting appropriate foundations and other funders to support fundraising goals
- Overseeing management of financial records and bookkeeping and banking responsibilities to ensure accurate financial reporting and compliance with internal financial controls.
- Overseeing preparation of financial reports for grantors, board of directors and others.

State and National Representation & Leadership

- Serving as liaison between National CASA/GAL and local CASA programs
- Cultivating and maintaining relationships with appropriate state agencies and private organizations to advance the CASA mission
- Representing CASA on appropriate statewide committees and coalitions dealing with children's issues
- Cultivating strong relationships with the judiciary and legislature to further the CASA mission

Personnel Management

- Hiring, leading and overseeing all staff of the organization
- Ensuring all personnel policies and procedures are followed

Marketing & Branding

- Establishing a branded website for the new state organization
- Developing marketing tools and resources to be used statewide

Experience, Qualifications and Abilities

- Bachelor's degree in nonprofit management, business or related field. Graduate degree preferred
- 5-7 years experience in an executive leadership role working with a Board of Directors
- Previous experience working in a non-profit or philanthropic organization preferred
- Demonstrated experience in financial management
- Demonstrated ability to build community and statewide relationships
- Demonstrated ability to raise funds and resources to sustain and grow an organization
- Demonstrated ability to make data informed strategic decisions
- Knowledge, experience and understanding of the Connecticut political, judicial and legal landscape is highly desirable
- Experience managing conflict and facilitating change
- Experience in applying analytic skills to develop strategic approaches to solve challenges
- Willingness to travel as necessary
- Demonstrated flexibility, mature judgment and ability to work professionally under stress
- Demonstrate strong interpersonal skills, sound judgment, and the ability to work independently as well as collaboratively internally and externally
- Work well under pressure with deadlines and be skilled in prioritizing responsibilities
- Demonstrate a history of continuous improvement through professional development
- Become a steward and ambassador for the CASA/GAL mission and brand
- Demonstrate high levels of professionalism

Salary and Benefits:

This is a full-time exempt position. Salary is DOE

Personal Values:

Honesty - Integrity – Teamwork – Service - Value Diversity - Empathy - Collaboration

To apply: Send resume and cover letter to employment@casaforchildren.org with a subject line of Executive Director of Connecticut CASA Association.

Note: Applicants are encouraged to apply as early as possible. Screening and selection processes may commence prior to this posting's closing date in order to fulfill critical business needs.

www.casaforchildren.org EQUAL OPPORTUNITY EMPLOYER