



National CASA Association Seeks Director of Executive and Internal Communications

Location: Seattle, WA

Posted: 02/15/2017

The National Court Appointed Special Advocate (National CASA) Association, together with a network of state and local programs, works to train, support, and retain court-appointed volunteers and guardians ad litem who work in the best interests of our nation's most vulnerable children. Volunteers work tirelessly to ensure every abused or neglected child can be safe, be secure in a permanent home, as well as receive the critical support necessary to thrive and succeed. The Director of Executive and Internal Communications is a critical position to help us achieve our mission.

Position Summary:

The Director of Executive and Internal Communications provides strategic and operational communication guidance and creates communication materials and speeches for the Board of Trustees, the Chief Executive Officer, and other executives within the organization. The Director will also manage the internal communications to staff and the network on behalf of the CEO by drafting, writing, proofing and editing all communications. In addition, the Director will handle all online communication and social media for the CEO and Board of Trustees. This position reports directly to the Chief Executive Officer.

Core Duties and Responsibilities:

- Leads the development and refinement of a comprehensive, strategic communications program that effectively communicates the vision, strategy and direction of the organization and compels internal stakeholders to action.
- Prepares and approves all internal staff and network communications on behalf of the Chief Executive Officer.
- Works effectively with the Chief Executive Officer and the Chair of the Board to capture their thoughts and vision and develops effective executive communications that relay those thoughts and messages to key stakeholders.
- Develops high quality communications that demonstrate Operational Excellence and Thought Leadership.
- Prepares and approves all CEO communications, external statements, quotes and other letters and publications requiring CEO input, i.e., Annual Report letter, Year-end reports, annual conference remarks etc.
- Prepares press releases for any major organizational announcements; manages Board communications to support their advocacy work on behalf of the Association and to help the Board be better brand ambassadors.
- Seeks opportunities to highlight and recognize the work of the CASA/GAL Association, its network, staff and volunteers.

- Works in partnership with the Executive Assistant to prepare Board materials and packets for board meetings and to plan Board events.
- Seeks speaking opportunities for CEO, Board members and senior staff; partners with media team to best leverage executive's time.
- Enhances the network's knowledge of the expertise and experience of the senior leadership team and builds an understanding of how these teams can better serve the needs of the network.
- Prepares strategic messages on topics relevant to the needs of the CASA/GAL Network in partnership with the Advancement team.
- Facilitates webinars, network town hall meetings and community calls.
- Develops strategic narratives and white papers on a variety of topics, utilizing intensive research skills and personal knowledge of strategic goals and plans, in order to demonstrate our value proposition.
- Supports content development for the internal website.
- Manages social media for the CEO.
- Builds digital tools for internal communications.

Experience, Qualifications and Abilities:

- Bachelor's degree in Communications, Public Relations or Journalism and 7-10+ years' experience in a related field, or the equivalent combination of education, training and experience that provides the required knowledge, skills and abilities to successfully perform the job.
- Prior experience building and implementing ongoing executive and internal communications plans working with senior level management.
- Familiar with newer methods of communications.
- Previous experience working in a non-profit or philanthropic organization preferred;
- Willingness to travel as necessary (10-25% of the time).
- Excellent interpersonal and communication skills and the ability to work with senior level management, staff, and external constituents.
- Proven ability to work with teams.
- Demonstrated flexibility, mature judgment and ability to function professionally under stress.
- Strong ability to approach tasks from a customer service orientation;
- Knowledge of PowerPoint and media analysis tools.
- Highly organized.
- Demonstrate excellent communications skills, both written and verbal.
- Demonstrate a mastery of social media.
- Able to lead and develop executive and internal strategic communications strategies and plans.
- Demonstrate the highest quality presentation and speech-writing skills.
- Demonstrate strong interpersonal skills, sound judgment, and the ability to work independently as well as collaboratively internally and externally.
- Demonstrate ability to embrace and exemplify organizational competencies and values.
- Work well under pressure with deadlines and be skilled in prioritizing responsibilities.

- Demonstrate a commitment to work collaboratively with all constituent groups, including staff, board members, volunteers, donors, state and local program staff, and other supporters.
- 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:

National CASA offers a competitive base salary plus benefits, generous paid leave, and work/life balance policies. This is a full-time exempt position.

Organizational Values:

Adaptability ◦ Collaboration ◦ Integrity ◦ Respect ◦ Quality ◦ Service ◦ Stewardship

National CASA is headquartered in Seattle, Washington, with a second office in Washington D.C. and is committed to an inclusive and welcoming workplace environment. National CASA is proud to have been recognized for Excellence in Workplace Flexibility by the Alfred P. Sloan Foundation, as one of Washington's Best Workplaces by the Puget Sound Business Journal, and as a Best Adoption Friendly Workplace by the Dave Thomas Foundation for Adoption. National CASA has been certified by the Standards for Excellence Institute for ethics and accountability in the nonprofit sector.

To apply: Send resume and cover letter to employment@casaforchildren.org with a subject line of Director Executive & Internal Communications.

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.

NATIONAL COURT APPOINTED SPECIAL ADVOCATE ASSOCIATION
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