

## **EXECUTIVE DIRECTOR JOB DESCRIPTION**

### **About CASA**

Court Appointed Special Advocates (CASA) of Lincoln & Tillamook Counties is a non-profit, tax exempt 501(c) (3) corporation established to advocate for abused and neglected children in the Juvenile Court process. The goal of the CASA program is to provide abused and neglected children in foster care from Lincoln & Tillamook Counties with a voice in the Court process and speak for their best interests.

### **Executive Director Position**

The Executive Director (ED) reports to the Board of Directors, primarily the Chair, and is responsible for leadership, oversight and management of the CASA organization. Working with the Board of Directors, this position is critical to advocating for hundreds of abused and neglected children in foster care. The ED supervises key staff and ensures all staff is appropriately supervised. In conjunction with the Board, the Executive Director is responsible for ensuring the fiscal stability of the organization, including resource development and fiscal management.

### **Education and Experience**

The Executive Director should have the following skills and experience:

- Strong resource development and stewardship, agency and program planning, and fiscal management.
- Experience in grant proposal writing and management, creating partnerships with stakeholders. understanding of child abuse and neglect, families in crisis and other social services issues.
- Minimum of five (5) years' experience in administration of a non-profit, educational or public service agency or related organization.
- Bachelor's Degree preferred.
- Sensitivity to social, economic and cultural diversity.
- Excellent communication skills, including writing and public speaking expertise.

### **Job Responsibilities**

#### **ADMINISTRATION**

- Directs the overall activities of the CASA program by developing and updating strategic plan and setting annual goals in consultation with the Board of Directors.
- Ensures that the CASA Program adheres to any requirements and standards set forth through contractual agreements with granting agencies, as well as state and national CASA associations.
- Administers the Personnel Policies in consultation with Board. Maintains appropriate number of employees as authorized by the Board with responsibility for hiring employees.
- Develops and proposes annual budget in consultation with the Board of Directors. Monitors monthly program costs and maintains expenditures within budget.
- Meets regularly with stakeholders, including human services agencies, legislative representatives, courts, and other social services agencies.

#### **RESOURCE DEVELOPMENT, FUND RAISING and COMMUNITY OUTREACH**

- Works with the Board on all fundraising activities, projects, special events and donor cultivation and stewardship. Seeks innovative approaches to fundraising.
- Makes her/himself available for public speaking engagements.
- Seeks and identifies appropriate grant opportunities, submitting proposals and then managing the grants received.
- Seeks and responds to potential funding opportunities.
- Builds individual giving program.
- Seeks opportunities for outreach to the community, including community and service organizations in order to publicize CASA, its mission and successes.
- Works with the Board to establish annual Public Relations goals and assists in meeting those goals.

### **LIAISON WITH THE BOARD OF DIRECTORS**

- Is a non-voting, ex-officio member of the Board of Directors.
- Keeps the Board apprised of agency operations, changes and potential challenges.
- Attends all Board meetings, and, if requested, Executive Committee meetings.
- Prepares board agendas, minutes, and works with Treasurer to prepare board financial reports.

### **STATE AND NATIONAL REPRESENTATION.**

- Represents CASA in Lincoln & Tillamook Counties, in Oregon, and nationally.
- Represents CASA in the Lincoln & Tillamook communities through speaking opportunities, membership in community organizations, attendance at meetings, affiliations, and organizations.
- Assures program membership in the National CASA Association, state affiliated CASA, the Oregon CASA Network, attends regional and national conference when possible, and maintains active involvement where appropriate.

### **Other Considerations**

- Exempt Employee; flexible work hours required, with some weekends and evenings.
- Position requires an extensive background check.
- Performs other duties as may be assigned.

**Salary Range \$45,000-\$55,000 and benefits**

### **APPLICATION PROCESS**

Please submit a current resume and a cover letter addressing your interest in the position and what makes you uniquely qualified. Include your relevant experience and skills as related to the job description.

Please email **resume** with **cover letter** to: [director@casalincolncounty.org](mailto:director@casalincolncounty.org) or mail to:

**CASA**  
**PO Box 116**  
**Newport, Oregon 97365**

**POSITION IS OPEN UNTIL FILLED**