



Marin Court Appointed Special Advocates (CASA)

Job Title: Executive Director

Reports To: Board of Directors

Basic Function: Reporting to the Board of Directors, the Executive Director will have overall strategic and operational responsibility for Marin CASA and execution of its mission. Key responsibilities include: fundraising and donor relations; community and public relations; human resources and personnel; fiscal management and agency liaison to the Board of Directors.

Responsibilities:

Fundraising and Donor Relations:

- Identify, cultivate and solicit corporate, individual and foundation sponsors
- Research and prepare grant proposals and other funding applications
- Maintain compliance with all funding reports
- Develop and maintain donor base for monetary (and non-monetary) resources
- Develop and maintain donor tracking system
- Maintain long-term relationships with existing donors
- Identify and build relationships with new and prospective donors
- Collaborate with Board in developing Marin CASA's fundraising strategy
- Implement yearly fundraising activities that will result in financial support for program
- Collaborate with the event committee to carry out responsibilities related to planning and executing annual fundraiser event
- Develop and maintain relationships with donors based on CASA's mission and values
- Ensure financial health of organization

Community and Public Relations:

- Oversee all Marin CASA marketing and communication efforts
- Serve as Marin CASA's primary spokesperson to the organization's constituents, media and general public
- Coordinate public relations with purpose of recruiting volunteers and increasing public awareness of CASA program and its goals and activities
- Create and implement donor communication efforts
- Generate news releases and media coverage
- Be available for public speaking engagements

Human Resources/Personnel :

- Responsible for hiring and retention of program staff
- Responsible for maintaining/updating personnel policies and procedures
- Responsible for maintaining/updating personnel files
- Coordinates employee benefits and required insurance policies for the organization
- Responsible for payroll processing and payroll record keeping
- Ensures legal compliance by monitoring and implementing applicable federal and state employment requirements
- Responsible for maintaining accurate reporting and filings to state and local government for non-profit status

Board of Directors Liaison:

- Attend all board meetings
- Oversee implementation of Board directives, policies and procedures
- Keep Board apprised of agency operations, changes, issues
- Attend board committee meetings
- Other duties as assigned by the Board of Directors

Fiscal Management:

- Responsible for fiscal integrity of CASA
- Carry out day-to-day fiscal operations
- Maintain accurate record keeping of bills/expenditures/banking transactions/donations
- Responsible for maintaining/updating all Quickbooks entries including itemizing all revenue and expenditures
- Create and submit financial reports to grantors (as required)
- Submit financial reports to Board which accurately reflect financial condition of CASA
- Develop annual budget which requires Board approval
- Responsible for providing financial statements & additional reports for yearly financial audit
- Adhere to Marin CASA's fiscal controls policies and procedures

Qualifications/Requirements:

BA/BS degree required

Masters degree required + 5 years of relevant experience

Must pass livescan and additional required background screens

Demonstrates strong skills in fiscal management, resource development and maintenance, agency and program planning and public relations

Previous non-profit experience

Demonstrates effective and high integrity leadership skills

Strong management skills

Strong written and oral communication skills

Strong public speaking ability

Knowledge of fundraising strategies and donor relations unique to nonprofit sector

Ability to use QuickBooks online program
Ability to use Word, Excel and Power Point