



POSITION DESCRIPTION

Title	Director of Programs
Reports to	Chief Executive Officer
Status	Full time, Exempt

Founded in 1987, the California Court Appointed Special Advocate Association (California CASA) impacts the scope, quality, and reach of the state's CASA network of 44 programs in 51 counties. The mission of California CASA is to ensure that children in California's foster care system have a voice and the services they need to secure a stable future. CA CASA advances this mission by strengthening the state's network of local CASA programs and advocating for child-welfare policy and practices that will improve the lives of children living in foster care. The ambitious long-term vision is that every foster child in California will have a CASA to help him or her through the chaos and challenges of the Superior Court's foster care system, increasing service from the current 13,200 foster children with CASAs to approximately 46,000 by 2030. The operating budget for Fiscal Year 2019-2020 is \$2,300,000. The CEO of California CASA is Sharon M. Lawrence, Esq., who supervises a 10-person staff. The organization is governed by its Board of Directors who hold fiduciary and policy-setting responsibility. They represent diverse areas of California and meet quarterly in either Northern or Southern California. The Board Chair for Fiscal Year 2019-2020 is Kevin Gardner. www.californiacasa.org.

Job purpose

Reporting to the CEO, the Director of Programs is responsible for developing innovative and helpful programs for the California CASA network; for effective program delivery; and for quality control and evaluation. The Director of Programs serves as a key external face of CA CASA within the network of local programs; a primary day-to-day liaison to CASA programs throughout California; and the staff member ensuring network compliance with state and national standards of performance. In response to current trends and needs, he/she develops curriculum, trainings, and resources and provides them to the network of Executive Directors and CASA staff. The Director of Programs offers technical assistance to the network as requested; identifies and shares best practices; and conducts quality-assurance site visits. Since California CASA is a statewide organization serving 44 local programs throughout the state, and operates in offices in Oakland, San Diego, and Sacramento, the Director of Programs must be broad-based in his/her thinking and in managing relationships throughout the CASA community at large, and willing to travel to meet in person with the local network as needed.

Duties and responsibilities

Leadership:

- Serve as a member of the senior management team of CA CASA and act as a liaison with CASA programs statewide;
- Participate and contribute to the development of the 10-year CA CASA long-range vision to *Serve Every Child/California*
- Cultivate existing and new relationships with the CASA network; and develop and implement creative strategies that will maximize collaborations and synergies across local programs
- Work with the CA CASA team in visioning and implementing both short- and long-term objectives;

Program Management, Training, Quality Assurance

- Provide consultation and technical assistance to CASA programs on matters concerning best practices in CASA program management, and legal/legislative advocacy;

- Identify the CASA network’s curriculum needs; research and develop curriculum and tools; identify CASA network training needs
- Facilitate meetings and lead trainings around the state, in collaboration with CA CASA staff and others; plan these from initiation to completion, meeting deadlines, milestones, budgets, and program evaluation
- Plan, implement, and evaluate online CASA network trainings, convenings, via webinars or videos.
- Travel as necessary for program implementation, trainings, participation in site visits throughout California.
- Represent CA CASA at local, state, and national meetings or convenings as requested.
- Conduct quality assurance site visits and other site visits as needed; prepare supporting documentation and write reports as required.
- Devise ongoing evaluation strategies to monitor performance and determine the need for improvements
- Keep senior management and Board of Directors informed of network activities and programs with reports and dashboards.
- Supervise and mentor the Policy and Program Coordinator and work with Marketing & Communication Director to deploy the Data and Technology Manager as needed to assist with trainings and convenings.
- Contribute to CA CASA grants and fundraising planning, reporting, and writing as needed.
- Assume additional responsibilities and perform other duties as delegated by the CEO.

Qualifications

This is an extraordinary opportunity for a visionary individual who can partner with the CEO to expand the services and programs of California CASA, and work collaboratively with a high-performance management team. A successful Director of Programs must have a broad knowledge of program management principles, a strategic mindset, and an ability to build relationships across the CASA network. The goal is to ensure that every local program is as successful as possible. The Director of Programs will have an analytical mindset, great problem-solving abilities, and proven advocacy skills, including an ability to communicate a genuine passion for child welfare issues, both verbally and in writing, to multiple audiences, and to do so in a compelling and authentic manner. We seek someone with working knowledge of public child welfare policy in California, and a passion for advocating for children in foster care and otherwise involved in the court system. The Director of Programs will have personal qualities of integrity, credibility, and a commitment to and passion for the mission and vision of California CASA.

Knowledge, Skills, and Abilities

Education: minimum of bachelor’s degree in related field (e.g., social work, public administration, public policy, nonprofit management); master’s or advanced degree preferred.

- Knowledge and expertise in the field(s) of child welfare and nonprofit management; experience and relationships with child welfare partners and /or funders, ideally in California;
- Minimum of 10 years’ relevant experience, with at least 3 of those in a senior management role.
- Demonstrated project management skills working on complex, multifaceted projects that resulted in measurable successes and program growth
- Excellent verbal communication skills: superb writing and editing ability; must be able to think, write, and edit at a professional level.
- Demonstrated abilities in policy advocacy such as: drafting specific policies or legislation; advocating for specific policy initiatives through meetings with legislators, members of administrative bodies, or community stakeholders; collaborating with colleagues and within statewide or national coalitions to develop policy goals and initiatives; and educating and informing coalitions and communities about specific policy initiatives.

- Demonstrated success in developing and evaluating program models, knowledge of performance evaluation techniques, key metrics, data analyses, reporting
- Familiarity and comfort with using the MS Office Suite, and knowledge with other software applications for program or data management
- Proficient in using technology as a management tool and experience working with information technology professionals to develop and implement program evaluation systems
- Broad alliance-building experience, including working in collaboration with multiple organizations.

Reporting relationships

- Reports to the CEO, Sharon M. Lawrence, Esq.
- Direct report: Policy and Program Coordinator
- Indirect reporting relationship: Data and Technology Manager (on planning and implementation of CASA network trainings, webinars, etc.)

Physical Requirements

- Able to sit for prolonged periods of time
- Able to sit at a desk and view a computer screen for up to two hours
- Able to speak into and use a telephone for extended periods of time

Work Environment

- Professional office environment; opportunity to work remotely from home office on an approved schedule
- Fast paced working with multi-level distractions
- Position may require frequent travel throughout California

How to Apply

Please go to the following link: jobs@californiacasa.org to apply. No phone calls, please. Position open immediately and will remain open until filled.

NOTE: Your application should include:

- Cover letter
- Resume
- An essay of no more than 750 words describing your interest in or experience with the foster care system, and what in particular you feel you would bring to this position; in your essay, please describe a difficult decision you have made recently and how you made that decision.

The person who is offered this position will undergo a background check, including a DMV record review, FBI and DOJ fingerprinting, and a check of the Child Abuse Central Index. Our hiring process for finalists includes an initial phone interview and at least three in-person interviews with current CA CASA employees. We offer a competitive salary with full benefits. Please submit as directed all application materials to be considered.

California CASA is an equal opportunity employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.