



Organization: CASA of Humboldt County
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EXECUTIVE DIRECTOR JOB DESCRIPTION

About CASA

Court Appointed Special Advocates (CASA) of Humboldt County is a non-profit, tax exempt 501(c) (3) corporation established in 1991 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 Humboldt County with a voice in the Court process. CASA speaks for these children in court because all children have a right to live in a safe, healthy, and secure environment.

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. This position is critical to advocating for hundreds of abused and neglected children in foster care. In conjunction with the Board, the Executive Director is responsible for ensuring the fiscal stability of the organization, including resource development and fiscal management. As defined by Rule 5.655 of the California Rules of Court, the Executive Director is responsible for overseeing the management of the agency and all other aspects of agency operations, including; planning, resource development, staff and volunteer management and development, job performance evaluation and policy and procedure development. The position also serves as a liaison with Juvenile

Court Judges, the CASA Board and Committees, community agencies, and funding sources. The Executive Director investigates and resolves complaints by clients, volunteers, judicial personnel, and the public. The Executive Director maintains knowledge of current significant resources relevant to serving the needs of children in the dependency system, develops the vision and mission of the organization, oversees program goals and objectives, and interprets and applies current applicable laws and policies.

EDUCATION AND EXPERIENCE

Strong candidates for the Executive Direct opportunity typically have the following skills and experience:

- Bachelor's Degree from a four-year college or university required with a Master's Degree in related field preferred.
- Experience in staff supervision, budgeting, financial management, and operations.
- At least 5 years of experience in a social service agency, nonprofit sector setting, and/or court-related program.
- 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.
- Record of success in fundraising, with experience leading effective, sustainable fund development and marketing campaigns.
- Successful experience working with a Board of Directors with the ability to cultivate existing board member relationships.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Ability to work comfortably with staff, volunteers and committees of the CASA Board and exercise sound judgement and maintaining professional atmosphere.
- Strong resource development and stewardship, agency and program planning, and fiscal management.
- Knowledge of financial management and nonprofit accounting, budgeting, and business systems.
- Ability to maintain confidentiality.

- Experience in the fields of child development and/or volunteer program management.
- Be committed to the program's mission and goals.

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.

Fund Development & 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 managing the grants received.
- Seeks and responds to potential funding opportunities.
- 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.

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 and works with Treasurer to prepare board financial reports.

State & National Representation

- Represents CASA in Humboldt County, in California and nationally.
- Represents CASA in Humboldt community 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 California CASA Network, attends regional and national conference when possible, and maintains active involvement where appropriate.

DESIRED QUALIFICATIONS

- Excellence in organizational management, strong leadership and personnel management skills.
- Ability to plan, organize, and evaluate system operations.
- Respectful of all people regardless of socioeconomic background, culture, religion, sexual orientation, disability, or gender.
- Understanding of the dynamics of child abuse and neglect.
- Experience in dealing with the public, including delivering excellent presentations and group facilitations.
- Extensive knowledge of community resources.
- Knowledge of technological trends, including social media channels as they pertain to fundraising, marketing initiatives and community engagement.
- Adapt to a changing environment with the ability to respond to and manage crisis with a calm, mindful approach.
- Be flexible and creative.
- Effective problem-solver, strategic planner and critical thinker.

Compensation:

Competitive salary and benefits.

Other Considerations

- This is a full time exempt employee position. Flexible work hours required, with some weekends and evenings.
- Position requires an extensive background check.
- Performs other duties as may be assigned.
- Required criminal justice fingerprint clearance.

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: CASABoardChair@gmail.com