

# CASA of Monterey County – Executive Director Job Posting

Available July 1, 2020

## **Job Title:**

Executive Director

Reports to the Board of Directors; Salaried, Full-time, Exempt

Compensation Package:

- Salary range \$110,000 - \$140,000 and is commensurate with Education, Experience, and Abilities
- Employer sponsored health care coverage
- Holidays in accordance with agency policy
- 20 Vacation days per year

**Purpose and Mission:** The mission of the Executive Director is to serve as the leader and primary spokesperson for the organization; to guide the agency to success by developing a strong staff, sustaining financial health, and building a dedicated board of directors.

## **Primary Responsibilities**

- Manage, monitor, and oversee the financial operations of the agency;
- Ensure ongoing programmatic excellence, rigorous adherence to standards set by National CASA and the AOC, and conduct program evaluation/review;
- Ensure quality administrative operations, fundraising, communications, and internal control systems;
- Work closely with and support the Board of Directors; seek and build Board involvement with strategic direction for both ongoing programs and new initiatives, as appropriate;
- Expand local revenue generating and fundraising activities to support existing program operations and regional expansion while simultaneously retiring budget debt;
- Ensure organizational compliance with California Rules of the Court Rule 5.655, local court rules, contracts/Memorandums of Understanding with DSES and the County of Monterey.

## **Qualifications**

**Education and Experience:**

- Minimum five years' executive non-profit management experience in related social services, child advocacy, or youth development organizations;
- Experience working with Boards of Directors; and
- Bachelor's degree or higher.

**Knowledge, Skills, and Abilities:**

- Senior non-profit leadership within medium size organizations;
- Excellent personnel management, project management and organizational skills;
- Strong, confident public speaking abilities;
- Excellent understanding of governance principals related to nonprofit management;
- Strong ability to form positive professional relationships and foster collegial associations;
- Bilingual Spanish-English desired.

**Other Requirements:**

- Flexible work hours to accommodate advocate training, donor cultivation, and fundraising events;
- Criminal justice fingerprint clearance and valid driver's license required prior to commencing employment

**How to Apply:**

- Applicants must submit a cover letter and resume via mail or email; no phone calls or faxes accepted to:  
Jennifer Rosenthal, Esq., Board Chair  
Post Office Box 1021  
Carmel Valley, California 93924  
[jennifer@jsrlawoffices.com](mailto:jennifer@jsrlawoffices.com)
- Applications Open: March 1, 2020

CASA of Monterey County is an affirmative action/equal opportunity employer. CASA of Monterey County provides **equal employment opportunity** to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.