



CASA of McLennan County Job Description

To Apply: Email cover letter and resume to the Search Committee at admin@casaforeverychild.org

Title: Executive Director

Reports To: Board of Directors

FLSA Status: Exempt

Compensation Range: \$65,000 - \$75,000

Benefits Include: Health Insurance, Voluntary Life Insurance, Retirement Plan, PTO, Sick Time, Paid Holidays, Paid Family Leave, Flex Time, Cell Phone Reimbursement

Organization Summary

CASA of McLennan County recruits, trains, and supports volunteers from the community who are appointed by a judge to serve as Court Appointed Special Advocates for children in foster care in McLennan County. CASA volunteers build a relationship with the child or sibling group to whom they are appointed, communicate with other partner professionals like Child Protective Services, attorneys, and service providers, and advocate in court and in the community for the safety and best interest of the child(ren). CASA of McLennan County adheres to Texas CASA Standards and National CASA Standards for operations and compliance. CASA of McLennan County recognizes the importance of diversity, equity, and inclusion and believes that all children should be safe, have a permanent home, and an opportunity to thrive, regardless of age, race, ethnicity, national origin, color, religion, gender, gender expression, sexual orientation, disability or physical challenge, or socioeconomic status.

Position Summary

The Executive Director (ED) is responsible for advancing the program's vision and mission by collaborating with the Board of Directors to implement plans to achieve the organization's goals, and to develop the organization's strategic direction, which is currently focused on incorporating principles of diversity, equity and inclusion (DEI) throughout the organization. An ideal candidate would maintain current working relationships with organizational stakeholders and grow our relationships with diverse community partners by drawing upon previous DEI experience. The ED manages the overall operations and compliance of the organization, including leading and supervising staff.

Essential Responsibilities & Duties

Strategic Planning, Capacity-Building, & Stakeholder Relations

- In coordination with the Board of Directors, establish and implement organizational strategic plan
- Cultivate relationships with key community organizations, networks, and leaders
- Implement and oversee agency efforts, training, and accountability regarding cultural competency, diversity, equity and inclusion

Executive Leadership & Personnel Management

- Provide all human resources services, including hiring, onboarding, benefits, evaluation, and termination
- Directly oversee Management Staff, including Outreach Director, Advocacy Director, and Program Director
- Facilitate regular Management Meetings and full Team Meetings

Administrative & Operations

- Implement and monitor all administrative and operations functions, utilizing vendors as appropriate, including facilities management, IT and technology, supplies, software vendor agreements, data management and reporting, agency or staff memberships and professional dues, mail/courier, scanning, filing, board meeting preparation
- Directly oversee Program Assistant and/or administrative interns

Program Services & Compliance

- Ensure that Texas and National CASA program standards are met and maintained
- Serve as agency liaison to Texas CASA and National CASA
- Develop, implement & monitor policies and procedures to ensure program compliance
- Monitor quality and effectiveness of volunteer recruitment, training and retention
- Monitor implementation of advocacy enhancement programs such as Collaborative Family Engagement and Legislative Advocacy

Financial Management

- In coordination with Board Treasurer and Finance Committee, prepare and implement the annual operating budget
- In coordination with Board Treasurer, Finance Committee, and accounting firm, oversee accounting and financial functions, including payroll, bookkeeping, preparation of financial reports on a monthly, quarterly, and annual basis
- Facilitate preparation of annual Form 990 and independent audit
- Maintain vendor relationships with financial service providers

Revenue Development

- Prepare and implement annual agency fund development plan, to support annual operating budget
- Generate and manage grant funding and reporting
- Cultivate private individual and corporate donors
- Implement fundraising events and strategies, donor stewardship and retention efforts

Education & Experience

- Bachelor degree required, Graduate degree preferred
- Experience in financial management, revenue development, administrative oversight, and/or personnel supervision required
- Experience with child advocacy, nonprofit work, and grant management/writing highly preferred

Qualifications

- Understanding and commitment to CASA's mission, vision and values
- Experience with community relations, or other similar outward facing role
- Able to interact cooperatively with and motivate staff, board members, volunteers, audiences, including diverse populations and different types of personalities

- Exceptional communication skills including writing, speaking and meeting facilitation
- Able to work under time constraints, be goal-orientated, manage tasks autonomously
- Highly organized with attention to detail
- Strong interpersonal skills
- Flexible schedule as work related appointments or events may occur in evenings or weekends
- Strong computer skills including Microsoft Office, Google Suite, database systems, Zoom
- Able to maintain confidentiality and discretion, demonstrate professional conduct always
- Applicant must pass program required background checks

Physical Requirements and Work Environment

The Executive Director will be expected to have daily transportation to attend meetings and events outside the office. They will spend some time in the office that could involve intermittent physical activities including bending, reaching, sitting and walking during working hours. Additionally, this individual may be expected to bend or lift when setting up for events, storing supplies, etc. It is anticipated that the individual may spend several hours of each day seated and may also stand for long periods of time when making presentations, at special events, etc. Reasonable accommodations may be made to enable a person with physical disabilities to perform the job. CASA of McLennan County offices in a fully ADA compliant facility.