



CASA of McLennan County Job Description

To Apply: Email a cover letter, resume, and at least three professional references to the Search Committee at admin@casaforeverychild.org. A priority deadline for applications is Friday, August 30. The search committee will prioritize those submitted before this date.

Title: Executive Director

Reports To: Board of Directors

FLSA Status: Exempt

Compensation Range: \$70,000 - \$78,000

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

Position Summary

The Executive Director (ED) is responsible for advancing the program's mission. The ED collaborates with the Board of Directors to develop the organization's strategic direction and implement plans to achieve the organization's goals. The ED manages and oversees the overall operation and compliance of the organization, including leading and supervising staff. The ED implements and champions the agency's efforts, actions, and commitment to diversity, equity, and inclusion, including training, policymaking, and accountability.

Mission

CASA of McLennan County recruits, trains, and supports volunteers who advocate for children in foster care. We seek advocates whose identity and experience mirror the children we serve to provide more informed, quality advocacy in the courtroom and the community.

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 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.

Essential Responsibilities & Duties

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 staff 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.

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, including those related to the upcoming regional transition to Community-Based Care
- Monitor quality and effectiveness of volunteer recruitment, training, and retention
- Monitor implementation of advocacy enhancement programs such as Collaborative Family Engagement and Legislative Advocacy
- Facilitate the growth of the volunteer base for CASA volunteer advocates

Financial Management

- In coordination with the Board Treasurer and Finance Committee, prepare and implement the annual operating budget.
- In coordination with the Board Treasurer, Finance Committee, and accounting firm, oversee accounting and financial functions, including payroll, bookkeeping, and 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 an annual agency fund development plan to support the 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.

Strategic Planning, Capacity-Building, & Stakeholder Relations

- In coordination with the Board of Directors, establish and implement the organization's strategic plan.
- Cultivate relationships with key community organizations, networks, and leaders.

- Implement and oversee agency efforts, training, and accountability regarding cultural competency, diversity, equity, inclusion, and belonging.

Education & Experience

- A bachelor's degree is required; a graduate degree is preferred.
- Experience in financial management, revenue development, administrative oversight, and personnel supervision is required.
- Experience with child advocacy, nonprofit work, and grant management/writing is highly preferred.

Qualifications

- Understanding and commitment to CASA's mission, vision, and values
- Experience with community relations or another similar outward-facing role
- Able to interact cooperatively with and motivate staff, board members, volunteers, and 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 the evenings or during the weekend.
- Strong computer skills, including Microsoft Office, Google Suite, database systems, and Zoom.
- Able to maintain confidentiality and discretion and demonstrate professional conduct.
- 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.