

## **JOB DESCRIPTION**

Job Title: CASA Kendall County Executive Director

Reports to: Board of Directors

Hours: 8:00 a.m. – 5:00 p.m. Monday-Friday, and/or as needed

Employee Status: Exempt

### ***Description***

The Executive Director is ultimately responsible for the overall management of the agency and all aspects of the agency's operations. This primarily involves the supervision and coordination of a volunteer service program which provides CASA services to abused and neglected children. Key responsibilities include, but are not restricted to:

- Resource development and maintenance
- Grant writing and reporting
- Agency and program planning
- Community and public relations
- Personnel management
- Agency liaison to the Board of Directors
- Fiscal management

### ***Core Competencies & Basic Job Requirements***

1. Degree in human services, social work, management, or related field.  
Master's Degree preferred.
2. Experience in administrations, revenue development, volunteer management  
Non-profit management preferred.
3. Strong communication and public speaking skills, with the ability to switch between multiple tasks
4. Nonprofit experience
5. Grant Writing Experience
6. Public Relations/Marketing Experience
7. Strong Fundraising Experience
8. Strong computer skills and proficiency with Microsoft Office, QuickBooks, and social media platforms
9. Volunteer management and development experience, as well as experience working with families in crisis.
10. Ability to listen and respect sponsors, donors, volunteers, staff, board, our families and most importantly, our children.
11. Experience with leading a team
12. Have a positive and "group effort" attitude

### ***Duties & Responsibilities***

- Effectively communicate the mission and vision of the CASA Kendall County to the general public, businesses and volunteers utilizing public relations skills and all effective platforms;
- Identify, cultivate and solicit new individuals and corporations for major gifts while maintain existing donor relationships;
- Develop a strong, proactive Board of Directors and diverse volunteer core, gaining their commitment to the CASA Kendall County mission and vision;
- Serve as the principal professional resource to the Board of Directors, Executive Committee and other key committees informing them of the status of CASA Kendall County operations, issues and functions;
- Identify, develop and plan short-term and long-term goals for CASA Kendall County;
- Oversee the financial accounts of the organization and coordinate with CPA as needed;
- Form constructive, mutually beneficial working relationships with other service agencies and interested groups within the community;
- Problem solve, work independently, and provide positive leadership to staff, community and volunteers;
- Manage the development, review and revisions of all organization policies, manuals, bylaws, and
- Carry out other duties as assigned by the Board of Directors.

### ***Accountability***

The Executive Director reports to the Board of Directors, and must be able to receive feedback on performance.

Performance reviews are made annually in the fall