

Seward/Jefferson County Court Appointed Special Advocates Executive Director Job Description

General Summary

The Executive Director is responsible to the Seward/Jefferson County CASA Board of Directors. The Executive Director will work closely with the Board of Directors to set direction and implement plans and ensure the mission of the agency is fulfilled, and the future of the agency is secure. With the assistance of the Board of Directors, the Executive Director is also responsible for the promotion of CASA in the community. A significant portion of the Executive Director's time will be spent researching and writing grants, developing relationships with donors, and securing other funding sources. This is a full-time position.

Principal Responsibilities

Resource Development

- Maintain an extensive and diverse donor database.
- Assist in resource development efforts with the Board of Directors.
- Write grants when appropriate and monitor the allocation of grant funds.
- Prepare grants as requested by the Nebraska CASA Association.

Administrative Duties

- Prepare Executive Director's Report and Financial Report for all Board of Directors meetings.
- Assist with Board orientation to all new Board members.
- Assure that the CASA program adheres to all requirements set forth through contractual agreements with the Court.
- Prepare an annual budget for approval by the Board of Directors prior to the start of the new fiscal year.
- Monitor monthly program costs and keep accurate records of all transactions within the approved budget. Deviation from the budget must be approved in advance by the Board of Directors.
- Maintain membership in the National CASA Association and Nebraska CASA Association by ensuring that all certification standards and self-assessments are being met at all times.
- Prepare reports as requested by the Nebraska CASA Association.
- Prepare annual statistics report as requested by the National CASA Association.
- Prepare and present presentations within the community regarding the CASA program; provide adequate and current program literature and explain and promote CASA at every opportunity.
- Attend Nebraska CASA program director retreats and training.
- Attend the National CASA Conference when available and funds are available.
- Collaborate with community agencies to expand and improve community resources.

Facility Management

- Execute the building management and maintenance of the CASA building at 105 S. 6th St. in Seward, NE.
- Steward relationships and manage rental contracts with current two nonprofit tenants – Blue Valley Community Action and American Red Cross.
- Coordinate with landlord in Fairbury, NE to organize new CASA office in Fairbury.

The Executive Director will ensure the following Case Management and Advocate Management responsibilities are completed by the Coordinator of Advocates and will assist as needed.

Case Management

- Review all cases referred to the program.
- Provide letters of introduction to all relevant parties when an advocate is assigned to a case. (County Court will provide the CASA appointment order to County Attorney, other attorneys, DHHS, and KVC.)
- Assist in resolution of any concerns of CASA volunteer advocates, court staff, DHHS/KVC personnel, clients, and other professionals.
- Attend CASA volunteer advocate support group/in-service meetings.
- Hold regularly scheduled case conferences with supervisory staff to review progress on each case.

Advocate Management

- Recruit potential advocates from the community via public speaking, the media, and word of mouth.
- Screen all potential advocates by reviewing applications, conducting personal interviews, and informing applicant in writing of their status.
- Assist in keeping necessary and appropriate advocate records.
- Supervise Coordinator of Advocates and assist in his/her efforts.

Involvement with the Legal/Welfare System

All employees must immediately notify the program if he/she is charged with or convicted of a criminal offense, or becomes involved in any other court proceeding which might cause a conflict of interest or adversely affect his/her ability to effectively perform his/her job responsibilities. This includes notifying the program if he/she or any member of his/her immediate family becomes involved in a case with allegations of child abuse or neglect. The Seward/Jefferson County CASA program reserves the right to perform background checks on employees at any time.

Qualifications

- Bachelor's degree or equivalent work experience in human services, business, nonprofit, public administration, or related field
- Effective communication and organization skills
- Leadership ability
- Self-motivated
- Flexible and open-minded
- High moral and ethical standards
- Fundraising and grant writing coordination
- Possess computer skills
- Mature/excellent judgment skills
- Able to work evenings/weekends when necessary
- Ability to communicate effectively in a large group

Salary and Benefits

- Salary range (\$26,000 – \$30,000) based on experience and qualifications
- Health insurance reimbursement up to \$3,000
- 3% match of SIMPLE IRA
- Vacation
- Paid holidays