

JOB POSTING

Executive Director

Overview:

CASA of the Gateway Region is seeking a highly qualified candidate to serve as Executive Director of a newly developed CASA program serving Rowan, Menifee, Montgomery, and Bath Counties in Eastern Kentucky. The Executive Director has ultimate responsibility for the overall operations and management of the program. The ideal candidate will be an experienced administrator with the desire and skills to lead independently and in partnership with a board of directors, staff, volunteers, and stakeholders to provide best-interest advocacy to abused and neglected children. The salary for this position is \$50,000-\$55,000 annually. Benefits include a healthcare and telephone stipend.

About CASA of the Gateway Region

CASA of the Gateway Region is a newly established volunteer organization dedicated to the principle that every child is entitled to have a permanent home and family and to be free from abuse and neglect. CASA of the Gateway Region recruits, screens, trains, supervises, and supports community volunteers who are appointed by the judge in their jurisdiction as Court Appointed Special Advocates (CASA) who serve as an independent voice throughout the juvenile court proceedings until a safe and permanent home is found for each child. Our CASA volunteers act as the representative of the abused, neglected, and/or dependent child in Rowan, Menifee, Montgomery, and Bath Counties.

Job Duties:

- **Program Planning**
 - Be responsible for the initial hiring of program staff and overseeing and/or conducting their onboarding and training
 - Manage, recruit, train and supervise CASA volunteers and supervise future staff in this role
 - Meet with court staff and external stakeholders
 - Perform operational and administrative tasks
 - Prepare program reports for board meetings
 - Keep Juvenile Court administration apprised of program directives and activities
 - Oversee program compliance with established policies and procedures
 - Develop, implement, and maintain tracking systems for volunteer and caseload files
 - Work with board to set program goals and objectives and monitor progress
 - Ensure compliance with Kentucky CASA Network and National CASA standards
 - Assist the board of directors with strategic planning and board training
- **Board of Directors Liaison**
 - Attend all board meetings
 - Oversee implementation of all board directives, policies, and procedures
 - Serve as liaison between board and program staff
 - Keep the board apprised of program operations, changes, and problems
 - Monitor board/committee activities and attend committee meetings

- **Fiscal Management**
 - Manage day-to-day fiscal operations
 - Submit required monthly and quarterly financial reports to grantors and financial activity to the board treasurer
 - Review and approve all monthly and quarterly reports and the documentation to substantiate those reports
 - Submit bills and expenditures to the bookkeeper for reimbursement and accounting
 - Assist the board in developing the program's annual budget
- **Resource Development and Maintenance**
 - Research and prepare grant proposals and other funding applications
 - Develop and maintain a database for donor resources and tracking
 - Work with the board of directors to organize fundraising events and activities
- **Personnel Management**
 - Hire, train, and supervise staff
 - Create job descriptions
 - Conduct annual performance evaluations
 - Manage staff development and continuing education

Desired Areas of Expertise and Qualifications:

- Minimum of a bachelor's degree in business, nonprofit administration, social services/child welfare, psychology, or related field
- Management and leadership experience in business, nonprofit administration, social services/child welfare, psychology, or related field
- Experience or demonstrated interest in program development
- Minimum of 2 years of experience in the supervision and development of staff
- Experience coordinating and managing volunteers
- Ability to develop community relationships and communicate with judges and court officials on a professional level
- Personal commitment to high standards, strong work ethic, is detail-oriented, self-motivated, works well both independently and with a team, and has an excellent work attendance record
- Knowledge of child welfare and the system in which CASA operates and advocates

CASA of the Gateway Region, Inc. provides equal employment opportunity to all individuals, regardless of race, color, ethnicity, creed, religion, sex, gender identity, pregnancy, age, sexual orientation, national origin, disability, genetic information, veteran status, or any other characteristic protected by state, federal, or local law.

To Apply:

Please submit a letter of intent to apply and your resumé to ATTN: Gateway Board of Directors at casaofgateway23@gmail.com.