



**Position Available: Executive Director, CASA of the Bluegrass**

**To apply: Submit both a cover letter and resume to [director@casaoftthebluegrass.org](mailto:director@casaoftthebluegrass.org)**

**About CASA**

CASA of the Bluegrass is a tax-exempt 501 (c) 3 nonprofit corporation established to advocate for abused and neglected children in the Family Court System. CASA of the Bluegrass recruits and trains Court-Appointed Special Advocates so every child who has experienced abuse or neglect can be safe, have a permanent home, and the opportunity to thrive. CASA of the Bluegrass serves the Family Court Systems in Anderson, Boyle, Franklin, and Mercer Counties. For more information on CASA of the Bluegrass, visit [www.CASAoftheBluegrass.org](http://www.CASAoftheBluegrass.org).

**Position Summary**

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 that provides Court Appointed Special Advocate services to abused and neglected children.

**Qualifications**

Possession of a bachelor's degree in business or public administration with minimum of three-years related experience in administration of volunteer, non-profit or public service agency, or (2) a master's or bachelor's degree in social work, psychology, or related area with requisite experience in administering an organization or division involved in human social services. Candidates will demonstrate strong skills in fiscal management, resource development and maintenance, agency and program planning and public relations. Previous experience working with volunteers and knowledge and understanding of child abuse and neglect, families in crisis, and other social services skills are given priority.

**Job Responsibilities**

***Administration***

- Oversees development and implementation of organizational policies and procedures, services, and resources consistent with the mission, values, and goals of the organization.
- Promotes the mission of CASA by identifying community needs; advocating, promoting, and publicizing CASA's beliefs and accomplishments; develops literature and presentations.
- Identifies current and future needs of Anderson, Boyle, Franklin, and Mercer County Family Courts and abused and neglected children by establishing rapport with the courts and other state, local and private agencies serving abused and neglected children.
- Maintains professional and technical knowledge by attending educational workshops reviewing professional publications; establishing professional networks; participating in professional societies.
- Institutes systems for sourcing, selection, orientation, training, supervision, performance, management, evaluation, placement, retention and release of volunteers and paid staff.
- Develops and monitors the annual operating budget.

***Board of Directors***

- Cultivates a strong and transparent working relationship with the Board and strengthens Board effectiveness by supporting best practice models for Board governance, recruitment, and training.
- Contributes to the Board's effectiveness by identifying short-term and long-range issues to be addressed; providing information and commentary pertinent to the Board's deliberations; presenting options and recommending courses of action, especially where technical and legal considerations are involved; recruiting Board candidates.



- Works with Board to coordinate fundraising strategies and ensure operational support for the Board's fund development plan.
- Keeps the Board informed by collecting, analyzing, and summarizing information and trends; remaining accessible, answering questions and requests; attending Board and Committee meetings.
- Reviews and implements agency goals as set by Board through the Strategic Plan.
- Advises and provides consultation to the Board and all Board Committees.
- Presents timely and accurate written reports to the Board about agreed upon objectives, finances, fund development, operations, marketing, and other relevant issues.
- Keeps Board informed of internal and external trends and issues that might impact the program.
- Supports the Board President and Committee chairs in carrying out their responsibilities.

### **Financial Management**

- Achieves financial objectives by developing and recommending CASA's budget; scheduling expenditures, analyzing variances, initiating corrective actions, anticipating long term issues; writing grant requests and participating in fundraising and special events.
- Oversees all fiscal and physical resources of the agency.
- Assures that all necessary legal requirements are met, including filing of taxes, audit, maintaining appropriate insurance, and employee workplace laws.
- Develops and monitors the yearly budget including the development and review of adequate financial controls and practices.

### **Fund Development and Community Relations**

- Develops and implements a fund development plan, including identification, cultivation, solicitation and stewardship of donors, foundations, corporate sponsors, and government support.
- Oversees public relations efforts and general community awareness programs and approves public relations material, press releases, press packets and media coverage.
- Collaborates with staff to maintain and enhance CASA's position in the Anderson, Boyle, Franklin, and Mercer County communities by establishing and maintaining rapport with other child welfare organizations with related missions; extends CASA's influence in the communities by establishing and maintaining rapport with other community organizations that may be resources to CASA.
- Oversees implementation of marketing and communications plans to effectively promote the program. Utilizes current marketing and social media campaigns to support marketing initiatives.

### **Staff and Volunteer Development**

- Maintains and develops staff by recruiting, selecting, orienting, and training employees and volunteer advocates; coaching, counseling, and disciplining employees and volunteer advocates; planning, monitoring and appraising job performance.
- Monitors advocate and child caseload procedures.
- Maintains relationships with all stakeholders to establish, revise, and implement program strategies for serving the needs of children in the dependency system.

### **Preferred Experience**

- Knowledge of financial management and nonprofit accounting, budgeting, and business systems.
- Ability to plan, organize, and evaluate system operations.
- Ability to track and analyze data.
- Experience in dealing with the public, including excellent presentation and group facilitation skills.
- Extensive knowledge of community resources.
- Knowledge and ability to use/learn different types of technology, software systems, and databases.



### **Additional requirements**

- Ability to work comfortably with staff, advocates and committees of the CASA Board and exercise sound judgment and maintaining professional atmosphere.
- Respectful of all people regardless of socioeconomic background, culture, religion, sexual orientation, disability, or gender.
- Flexible with hours, available evenings and days.
- Ability to maintain appropriate discretion and confidentiality.
- Adapt to a changing environment with the ability to respond to and manage crisis with a calm, mindful approach.
- Be a problem-solver, strategic planner, and critical thinker.
- Be committed to the program's mission and goals. Additional Information: This is a full-time, exempt position. The position requires an ability to work some evenings and weekends.
- Must pass state and federal criminal and child abuse registry background checks.

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*CASA of the Bluegrass is an Equal Opportunity Employer. CASA of the Bluegrass does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status, or any other basis covered by appropriate law.*