

# Executive Director, CASA of Southern Kentucky, INC.

## Overview:

CASA of Southern Kentucky, INC. is seeking a dynamic Executive Director who is responsible for the overall leadership and management of the program and its operations. The Executive Director will work to increase public awareness of CASA and its activities, oversee resource development and fundraising for the organization, manage staff, recruit volunteers, work with community agencies and stakeholders, and provide overall fiscal management for the organization. The Executive Director is responsible for ensuring the program adheres to the standards set forth by national, state, and local CASA policies, court regulations, and applicable local, state, and federal laws. This position will report to the board of directors.

## About CASA of Southern Kentucky, INC:

Court Appointed Special Advocates (CASA) of Southern Kentucky, INC. is a 501(c)(3) organization with a mission to train community volunteers to advocate for the best interests of abused and neglected children involved with the court system in Lincoln, Pulaski, and Rockcastle Counties. The program has been operating since early 2020 and is governed by a board of directors.

## Job Duties:

- Adhere to CASA policies and procedures in a professional and ethical manner
- Maintain daily operations of the program, including the planning, administration, and management of quality programs and services
- Hire, supervise, and evaluate performance of program staff
- Develop and nurture positive, functional relationships with community groups and leaders, child welfare agencies, funding sources, the media, donors, and other local organizations
- Actively develop and oversee volunteer recruitment, screening, and training along with case assignment and advocacy procedures
- Implement public relations efforts for the purpose of recruiting CASA volunteers and increasing public awareness of CASA, including promoting that CASA is a leader in the provision of effective child and family advocacy for abused children in the court system
- Responsible for resource development including writing and reporting on grants, planning fundraising events, and procuring donations from corporations and individual donors
- Develop an annual budget for review and approval by the finance committee and board of directors
- Review and distribute monthly financial statements to the board of directors or treasurer
- Maintain collaborative working relationship with the board of directors and serve as a liaison between the board of directors and local program staff
- Review program progress and measure achievements and activities to establish and evaluate goals associated with the program's strategic plan

- Oversee agency and program compliance with National CASA/GAL Local Program Standards, local and state policies and procedures, and applicable local, state, and federal laws

### **Minimum Qualifications and Education Requirements:**

- Bachelor's degree and/or experience relating to nonprofit administration, public policy, social services/child welfare, or related field required; master's degree preferred
- Minimum of five years of leadership and management experience, preferred in a nonprofit setting
- Dynamic and visionary leader willing to take initiative to build capacity of a new program
- Detail-oriented self-starter able to work with minimal supervision
- Demonstrated organizational skills and oral and written communication skills
- Proven analytical, problem-solving, and decision-making skills
- Strong interpersonal skills and ability to work with diverse groups
- Successful fundraising and volunteer recruitment experience
- Proven skills in developing and managing budgets and operations
- **Note:** The role of Executive Director is not an entry-level position. The ideal candidate will have a proven record in program development, be adaptable, and demonstrate flexibility and creativity.

### **Benefits:**

CASA of Southern Kentucky offers a competitive salary for this full-time/exempt position, health stipend, technology stipend, PTO, and a flexible schedule. The salary range for this position is high \$40,000s.

*CASA of Southern Kentucky provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws. CASA of Southern Kentucky complies with applicable state and local laws governing nondiscrimination in employment in every location in which the organization has facilities. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.*

### **To Apply:**

Please submit a resume and cover letter to [casaskyjobs@gmail.com](mailto:casaskyjobs@gmail.com) by November 12, 2021.