

MONROE COUNTY CASA, Inc.

POSITION: Executive Director

OVERVIEW

This position reports to the Monroe County CASA Board of Directors and is responsible for the overall management and administration of Monroe County CASA, Inc. Management includes creating, implementing, and evaluating policies and programs; external relations; fiscal management; and oversight of personnel and daily operations, including but not limited to staff and volunteers. The position involves interfacing with local government officials, the media, and other state and national officials. This may also include other stakeholders such as court personnel, public and private attorneys, child welfare and protection personnel, service providers, and related agencies.

CANDIDATE QUALIFICATIONS & COMPETENCIES

The following qualifications are required to successfully fulfill the responsibilities of the Monroe County CASA Executive Director:

- Effective program administration
- Dynamic and culturally-responsive supervision
- Effective grant writing and fundraising skills
- Disciplined budgeting and fiscal management
- Ability to set vision and evolve the program in response to community need
- Effective communication with diverse audiences through various channels
- Clear, concise, and culturally-responsive writing and organizational skills
- Must be proficient in Microsoft Office, familiar with database concepts, and have good overall computer skills.

The ideal candidate will also have experience with the following:

- Volunteer cultivation and development
- Leads with agility and has ability to build and maintain relationships with key influencers
- Ability to use critical thinking to solve problems and resolve conflict
- Strong public-speaking skills

A GLIMPSE AT THE JOB BASED ON ORGANIZATIONAL NEEDS ASSESSMENT

Leadership

Uphold the Mission and Vision of CASA

- Must have clear and specific understanding and commitment of what CASA aspires to become or achieve that directs actions and sets priorities.
- Facilitates regular, purposeful meetings that are well-planned with consistently strong attendance.
- Must manage the agency through a DEI lens and recognize areas to improve.

Ability to Motivate and Mobilize

- Serve on local and state teams, commissions, and committees as mandated or deemed

appropriate, including the Community Child Protection Team and the Child Fatality Review Team

- Ensure good board governance through onboarding/orientation and engagement in subcommittees.
- Provide strong support and accountability to leadership and engage as a strategic resource.
- Ensure Good diversity in fields of practice and expertise and ensure membership represents most constituencies relevant to CASA.

To Demonstrate Effective Decision Making

- Recognizes and accepts any strengths and deficiencies and works hard at self-development.
- Recognizes need to broaden individuality and knows when to engage proper parties (i.e. legal counsel, board of directors, municipal leaders, etc.)
- Dissemination and interpretation of decisions is both good and consistent.
- Provide program planning and development.
- Review on a regular basis program policies and procedures to ensure compliance and effectiveness.

Management

- Oversee day-to-day program operations.
- Have clear and meaningful outcomes-based performance indicators that exist in all areas.
- Pay careful attention to cultural appropriateness of evaluation process/methods.
- Leverages strong people-development skills to help strengthen staff skills and build capacity.
- Maintain human resources planning and management.
- Have internal and external benchmarks as part of CASA culture to be used by staff in target-setting and daily operations.
- Hire, supervise and direct program staff.
- Conduct volunteer screening and trainings.
- Will provide volunteer supervision for approximately 1-5 cases.
- Create and maintain a comprehensive, integrated system (e.g., balanced scorecard) used for measuring CASA's performance and progress on continual basis.

Build and Maintain Partnerships and Alliances

- Maintain inter-agency relationships with local stakeholders (judicial and other government officials, DCS, service providers, law enforcement, and so on)
- Pursue community networking and relationship-building.
- Ensure certification by both the National CASA Association and the Indiana State Office of GAL/CASA
- Monitor external policy issues impacting CASA, Inc.
- Remain abreast of legal issues and changes pertinent to program procedures and case supervision.
- Engage in public policy advocacy related to programmatic and child welfare issues.

Communication

- Effective/timely communication
- Assures the agency 's stakeholders and their values are identified, and communications to each of those stakeholders customized.
- key messages defined as communications always carry a consistent and powerful message.
- resources are devoted to thoroughly documenting CASA's work and capturing the complete story of its impact.
- communication between board and leadership reflects mutual respect, appreciation for roles and responsibilities, shared commitment, and valuing of collective wisdom.
- Submit program reports as required by grantors, state and national offices, the agency, and others.
- Will oversee all recruitment efforts for volunteer advocates and ensure the agency maintains the volunteer numbers to support the cases appointed by the courts.

Funding

- Demonstrate highly developed internal fundraising skills and expertise in all funding source types to cover all needs.
- Identify and pursue private and public funding opportunities.
- Write and submit applications for, and administer, existing grants.
- Work with county government officials to maintain reimbursement for services.
- Participate in budget development and monitoring in conjunction with agency Board of Directors; approve requisitions from program staff.
- Closely monitors financial stability of agency and assure accuracy in financial reports.

Salary Range: \$65,000 - \$75,000