



Executive Director

Job Description

CASA Partners 4NMKids

Sandoval and Valencia County

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, which provides CASA services to abused and neglected children in Sandoval and Valencia County. Key responsibilities include, but are not restricted to:

<i>Resource Development and Maintenance</i>
<i>Agency and Program Planning and Advancement</i>
<i>Community and Public Relations Development and Maintenance</i>
<i>Personnel Management</i>
<i>Board of Directors Liaison</i>
<i>Fiscal Management</i>

Resource Development and Maintenance

<p>1. Research and prepare grant proposals and other funding applications.</p>	<ul style="list-style-type: none"> - Prepare, write, and submit a minimum of 4 grant applications per year. Apply to the following grants yearly: - AOC funding - VOCA grant - Rio Rancho Community Foundation grant - Lineberry Foundation grant - National CASA grant - And others
<p>2. Develop and maintain a donor base for both monetary and non-monetary resources.</p>	<ul style="list-style-type: none"> - Maintain communications with current donor base. - Develop and maintain a donor tracking system and database. - Cultivate donor relationships within the community (Sandoval and Valencia). - Non-monetary resources may include: food for events, Holiday party decorations/gifts/stockings/etc., printed materials (literature/swag/banners/t-shirts/etc.), etc.



Agency and Program Planning and Advancement

<p>1. Meet weekly with program staff/Program Manager (PM).</p>	<ul style="list-style-type: none"> - Discuss & refine volunteer recruitment strategies in each county. - Discuss upcoming/ongoing training, screening, and supervision. - Discuss and resolve any problems with volunteers/staff/court staff. - Obtain monthly metrics from staff (volunteers/children served/active cases/etc). - Review and discuss work assignments with Program Manager.
<p>2. Ensure all necessary forms are filed with the appropriate agency for all necessary permits, memberships, licenses, etc.</p>	<ul style="list-style-type: none"> - Permits/Memberships/Licenses can include, but are not limited to: - National CASA membership - VOCA membership - Various Chamber of Commerce memberships - Fire inspections - Business licenses for both counties - Secretary of State Non-profit status - Taxes/Non-profit status
<p>3. Prepare monthly/quarterly program reports.</p>	<ul style="list-style-type: none"> - Prepare monthly program reports for National CASA and quarterly for VOCA requirements. - Prepare monthly program reports for Board of Directors - Prepare other program reports for various grants.
<p>4. Keep Juvenile Court administration and other Child Welfare agencies apprised of agency directives and activities.</p>	<ul style="list-style-type: none"> - Judges/CYFD divisions/etc.
<p>5. Oversee agency and program compliance with established policies and procedures, and National and State CASA standards.</p>	<ul style="list-style-type: none"> - Maintain compliance with changing National CASA requirements. - Maintain compliance with changing VOCA requirements. - Review agency policies and procedures every year and submit suggestions to board when needed.
<p>6. Work with Program Manager to develop and maintain current case tracking stats via Optima.</p>	<ul style="list-style-type: none"> - Current case list per county - Current cases assigned to CASAs. - List of active/inactive/pending volunteers



7. Work with Program Manager to track volunteer hours and reporting via Optima.	<ul style="list-style-type: none"> - Training hours - Service hours - Program hours
8. Work with Staff/Board to develop and initiate time-oriented agency goals and program developed via Strategic Planning exercises.	<ul style="list-style-type: none"> - Conduct a SWOT/SMART analysis with board of directors yearly to establish goals. - Develop and implement steps to achieve goals. - Continue to update board on the progress of these goals/plans.
9. Work with Program Manager to develop and perform program evaluations.	<ul style="list-style-type: none"> - Enhance current programming - Investigate new programming
10. Develop and implement an overall vision for the agency.	<ul style="list-style-type: none"> - Develop a 30,000 FT picture of the current agency: - How can we grow the agency? - How can we strengthen our impact on the community? - How can we positively impact the lives of children in care?
11. Develop and maintain relationship with State and National CASA.	<ul style="list-style-type: none"> - Attend National and State CASA conferences. - Report any and all changes affecting our agency to the board and staff. - Work with State CASA to advance state legislative goals and National CASA to advance federal goals.

Community and Public Relations Development and Maintenance

1. Coordinate public relations with the purpose of recruiting volunteers and increasing public awareness of the CASA program and its goals and activities.	<ul style="list-style-type: none"> - Strategically increase public awareness of CASA program/goals/activities via radio/tv/press interviews. - Assign tablings and other similar activities to staff.
2. Develop and maintain relationships with all appropriate groups, agencies, and organizations, and any and all other child advocacy agencies and community service organizations.	<ul style="list-style-type: none"> - Attend shared nonprofit/child advocacy meetings/conferences/events. - Collaborate with others in the communities we serve.
3. Oversee release of press packets and news releases, and follow-up of any media coverage.	<ul style="list-style-type: none"> - All media interviews and follow-up questions should be answered by the Executive Director.
4. Develop and maintain a consistent marketing plan for the agency.	<ul style="list-style-type: none"> - Press Releases - Website posts/events/updates



	<ul style="list-style-type: none"> - Social Media posts/updates - Agency literature/pamphlets/white papers/etc.
5. Be available for public speaking engagements.	<ul style="list-style-type: none"> - Conferences/public meetings/panel discussions. - Press/Media interviews - CASA Partners 4NMKids events (internal or external)

Personnel Management

1. Hire and supervise (as outlined in the agency policies and procedures) administrative and management staff when needed, in conjunction with PM.	<ul style="list-style-type: none"> - Create and conduct proper on-boarding procedure for all staff. - Organize professional development and training opportunities for staff with PM. - Review policies and procedures yearly with staff. - Ensure staff are aware of new policies adopted by the Board throughout the year.
2. Write and revise, as necessary, the job descriptions for all staff with PM.	<ul style="list-style-type: none"> - Advise the Board of Directors of changes to staff job descriptions and reasons that dictated the change.
3. Prepare and perform yearly performance evaluations for Program Manager.	<ul style="list-style-type: none"> - Create performance evaluations with appropriate metrics for PM. - Conduct yearly performance evaluations on the PM on the anniversary of hire date. - Based on performance evaluations performed by PM and self, grant bonuses once a year per staff person, when all expectations were met and/or exceeded, and funds are available (contact Board Finance Committee for approval of amount).
4. Staff development.	<ul style="list-style-type: none"> - Conduct a yearly evaluation of PM, and work with PM to assess staff needs in Sandoval and Valencia County. - Work with PM to create/change staff positions when needed.

Board of Directors Liaison

1. Attend all Board Meetings.	<ul style="list-style-type: none"> - Conducted monthly (third Tuesday) in-person or online.
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<p>2. Regularly review with the Board program/agency progress, goals, and objectives.</p>	<ul style="list-style-type: none"> - Current CASA stats - CASA National stats/updates - Updates/Reports about staff that need to be addressed by the Board. - Updates on Valencia/Sandoval stats - Upcoming Events (how Board can be involved) - Updates on Fundraising Efforts (when needed)
<p>3. Oversee implementation of all Board directives, policies and procedures.</p>	<ul style="list-style-type: none"> - Employee Personnel Policies Handbook - Standard Operation Procedures
<p>4. Keep Board apprised of agency operations, changes, and issues.</p>	<ul style="list-style-type: none"> - New/changing court policies/procedures - National/State legislative changes - National/State CASA changes
<p>5. Monitor Board/Committee activities and attend Committee meetings when necessary.</p>	<p>Current Board Committees:</p> <ul style="list-style-type: none"> - Documentation Committee - Finance Committee - Board Recruitment Committee - Fundraising/Development Committee

Fiscal Management

<p>1. Manage day-to-day fiscal operations.</p>	<ul style="list-style-type: none"> - Paying bills - Payroll - Bookkeeping (with Bookkeeper) - Balance Sheets - Annual Budget (Actuals/Projected) - P&L
<p>2. Submit monthly and quarterly financial reports to grantors (as required).</p>	<ul style="list-style-type: none"> - VOCA - National CASA - AOC - Other
<p>3. Review and approve all monthly and quarterly reports and documentation to substantiate those reports.</p>	<ul style="list-style-type: none"> - Assisted by PM
<p>4. Submit bills and expenditures to the treasurer for reimbursement and accounting.</p>	<ul style="list-style-type: none"> - Work with Board of Directors' Treasurer