



Executive Director

Under the direction of the Board of Directors, the executive director is responsible for overall management and operations of Yamhill County CASA (YCCASA). This includes program development, management of personnel, asset protection, resource development, grant proposals and reporting, public relations, volunteer recruitment and retention, partnering with the board in fiscal and strategic planning, and ensuring compliance with all standards for National CASA and the Oregon CASA Network. The director is charged with carrying out YCCASA's mission to speak up for abused and neglected children under care of the courts.

The ideal candidate will exhibit strong leadership skills, be self-directed and have a passion for CASA's mission.

I. Qualifications

Minimum of Bachelor's Degree in Social Work, Non-Profit Administration, Education, Law or related field or equivalent experience.

Minimum of two years experience in administration, project management, fundraising, or grant-writing. Excellent oral and written communication skills including public speaking are essential.

Must pass background check, complete CASA training, and be sworn as a CASA volunteer within 6 months of hire date.

II. Responsibilities

a. Program Administration

- i. Provides oversight and is responsible for all aspects of agency operation
- ii. Establishes program goals and objectives designed to carry out the long term strategic goals; reviews progress against objectives and reports to board on progress
- iii. Assures agency compliance with Oregon CASA Network (OCN) and National CASA (NCASAA) standards
- iv. Maintains all necessary permits, memberships, licenses and forms for legal operation of the CASA program
- v. Serves as liaison to the Board of Directors and attends all board meetings
- vi. Prepares monthly board agenda and a monthly program management report to the board

b. Personnel Management

- i. Hires, supervises, trains and prepares performance evaluations of all CASA staff
- ii. Writes/maintains job descriptions and personnel policies as approved by the board
- iii. Provides for ongoing staff training and development

c. Financial Management

- i. Manages day to day fiscal operations, including appropriate record keeping, approving purchases within guidelines, and following proper internal controls
- ii. Manages grant expenditures and reports of expenditures as required by terms of the grant
- iii. Prepares monthly financial reports to the board
- iv. Works with the board, Finance Committee and Treasurer to develop annual budget
- v. Works with accounting firm to supply details for taxes, audits, and financial reviews
- vi. Assures all required reports are filed with IRS and government agencies



- d. **Volunteer Management**
 - i. Supervises screening, selection, and training of new applicants
 - ii. Assesses program needs and sets recruiting targets with board
 - iii. Provides general oversight of volunteer program including case assignment, case supervision processes, and in-service trainings; attends in-service trainings
 - iv. Conducts regular meetings with staff and peer coordinators to keep abreast of case and volunteer supervision
- e. **Resource Development**
 - i. Researches and prepares grant proposals and other funding applications
 - ii. Develops and maintains donor base & donor tracking system
 - iii. Works with the board on special events and fundraising activities
- f. **Community and Public Relations**
 - i. Manages relationships with media, community partners, and the courts
 - ii. Oversees development of public relations materials such as brochures and articles

Essay Questions for Candidates (Not to exceed 1 page)

1. What do you see as the key challenges facing YCCASA and how would you approach these challenges?
2. Why do you want this position? (*Your vision for CASA*)
3. Describe the strengths you bring that you see as most valuable for this position?

Interested persons should submit resume, list of references & answers to essay questions to directorsearch@yccasa.org. Applications will be accepted until the position is filled.