



Executive Director

DESCRIPTION

- Full-time, exempt position
- Vacation, sick leave, mileage, retirement contribution, cell phone stipend
- Retirement benefit

REPORTS TO

Board of Directors

PRIORITIES

- Diversify the donor base, increasing individual and corporate donors as well as private and public foundation support.
- Strengthen organizational infrastructure and capacity. Continue to improve the organization's impact by serving children in foster care, foster professional relationships with court personnel, staff, DCFS staff, attorneys and other community collaborative partners.
- Manage staff and ensure goals are achieved and work is performed efficiently and effectively.

DUTIES AND RESPONSIBILITIES

SUMMARY:

Key responsibilities include, but are not restricted to:

- 1) Resource development and maintenance
- 2) Strategic planning
- 3) Community and public relations
- 4) Personnel management
- 5) Agency liaison to the Board of Directors
- 6) Grant writing and reporting
- 7) Fiscal management
- 8) Special Event planning, implementation, and execution

RESOURCE DEVELOPMENT AND MAINTENANCE:

1. Research and prepare grant proposals.
2. Develop and maintain a fundraising plan that includes individual donors, corporate giving, and endowments with a growth plan of at least \$20,000 in new donors and grants in year one
3. Develop and maintain a donor tracking system.
4. Assist the Board with fundraising events.

AGENCY AND PROGRAM PLANNING:

SHORT-TERM

1. Meet regularly with staff to:
 - i) Discuss challenges and develop plans for the recruitment, training, and coaching of volunteers.
 - ii) Discuss relationship plans regarding court partners, including building relationships with DCFS staff.
 - iii) Stay informed of all relevant activities of the agency.
2. Assure all necessary forms are filed with the appropriate agency for all necessary permits, memberships, licenses, etc.
3. Prepare monthly, quarterly, six-month and annual program reports.
4. Keep Juvenile Court administration and other Child Welfare agencies apprised of agency directives and activities.
5. Oversee agency and program compliance within established policies and procedures.

LONG-TERM

1. Develop, implement, and maintain tracking systems for both volunteer and caseload files.
2. Assist with development and implementation of strategic plans.
3. Review, monitor progress, and develop action plans to meet strategic plan goals.
4. Assure agency compliance with National and State CASA standards.
5. Attend and work with National and State CASA programs through conferences and meetings.

COMMUNITY AND PUBLIC RELATIONS:

1. Coordinate Marketing and Public Relation efforts with The Polish Agency and the Marketing/Public Relations committee.
2. Increase public awareness of the CASA program and its goals and activities. Use of social media, digital media, radio, television, print, and person-to-person should all be a focus.
3. Continuously seek-out public speaking engagements

PERSONNEL MANAGEMENT:

1. Create and revise organizational charts and job descriptions to enhance growth goals and advocacy impact.
2. Empower staff to impact case work of advocates and retain advocates.
3. Prepare yearly performance evaluations (oral and written) for staff.
4. Provide oversight regarding a plan for staffing needs and flexible work environments.

BOARD OF DIRECTORS LIAISON:

1. Facilitate the preparation for board meetings and assist the officers as directed.
2. Oversee implementation of all board directives, policies, and procedures.
3. Serve as liaison between board and agency staff.
4. Keep board apprised of agency operations, changes, and issues.
5. Monitor board and committee activities and attend Committee meetings.

FISCAL MANAGEMENT:

1. Manage day-to-day fiscal operations to adhere to the established budget.
2. Write and submit all grant applications for the organization.
3. Prepare and submit monthly and quarterly grant invoices and compliance reports to grantors, verifying the statistics.
4. Manage day-to-day accounting as directed by the treasurer.
5. Ensure payroll, accounts receivable, and accounts payable are maintained timely and appropriately.
6. Assist in developing agency annual budget.

Qualifications

Bachelor's degree preferred, ideally with an MBA, MPA or MSW or comparable advanced degree with significant experience and demonstrated success in administration of a small business, non-profit, or public service agency. Candidates will demonstrate strong skills in fiscal management, resource development and maintenance, agency and program planning, grant writing and compliance, and public relations. Preference will be given to candidates who have previous experience managing volunteers. Knowledge of child abuse and neglect, families in crisis, and other social services skills is preferred. Successful candidate must undergo criminal background and child maltreatment registry checks.

PLEASE SUBMIT RESUME TO:

personnel@neacasa.org

We will begin scheduling interviews on November 15, 2023