



Employer: CASA of Kern County
Position: Executive Director
Status: Full-time, Exempt

OVERVIEW

At CASA of Kern County, you will find a job your heart will love. You'll be part of a vibrant team making a difference in the lives of abused and neglected children every day.

CASA of Kern County began operations in 1994 to serve as a voice in the best interest of foster children - abused, neglected, and abandoned children living in protective care in Kern County, California. Our mission is to recruit, screen, and train volunteers from communities throughout Kern County to serve as advocates in child dependency proceedings. In order to do this, our advocates become a consistent caring thread, in the lives of the children served, during a very traumatic and changing period. We support and closely supervise the advocacy work of our volunteers throughout the duration of their assignments. CASA of Kern County's goal is to protect and ensure each child's right to a safe permanent home.

CASA of Kern County has recruited and trained over 1,300 Advocates and has served over 3,450 of Kern County's most vulnerable children.

We celebrate our values of respect, integrity, courage, and hope through our work, and most importantly, our people. We seek champions for our mission and those committed to excellence.

POSITION OVERVIEW

The Executive Director reports to the Board of Directors and is responsible for planning, implementing, supervising and assessing CASA's operations in support of the organization's Strategic Plan. Supported by a professional staff of 15 FTE, over 200 CASA volunteers, and an outstanding Board of Directors. The Executive Director must harness these resources to effectively implement the Strategic Plan while developing and maintaining relationships with donors, the Dependency Court, community groups, foster children, and other organizational constituencies.

SUPERVISION

The Executive Director is responsible to the Board of Directors of CASA of Kern County.

RESPONSIBILITIES

Leadership:

1. Assure the organization has a vision and strategic plan that achieves its mission and makes consistent and timely progress.
2. Identify, assess and inform the Board of Directors of internal and external issues that

affect the organization.

3. Act as a professional advisor to the Board of Directors on all aspects of the organization's activities.
4. Provide leadership in developing program, organizational and financial plans with the Board of Directors and staff, and carry out plans and policies authorized by the Board.
5. Establish and maintain positive working relationships with others, both internally and externally, to achieve the organization's goals.
6. Represent the organization at community activities to enhance the organization's community profile.
7. Clearly communicate to staff activities of the organization, its programs, and goals.
8. Establish sound working relationships and cooperative arrangements with community groups and organizations.
9. Represent in positive manner programs and concepts of the organization to other organizations and the general public.
10. Ensure maintenance of official records and documents and compliance with federal, state, and local regulations.
11. Maintain a working knowledge of significant developments and trends in the CASA realm.

Operational Planning and Management:

1. Develop an operational plan that incorporates goals and objectives that work towards the organization's strategic direction. Assure regular review and updates of this plan.
2. Oversee the planning, implementation, and evaluation of the organization's programs and services.
3. Monitor and ensure that the organization's programs and services contribute to the organization's mission and reflect the Board's priorities.
4. Develop new and unique ways to improve operations of the organization and to create new opportunities.
5. Manage relationships, processes and recruitment efforts for the Board of Directors.
6. Ensure active participation by board members and support effective board roles and functioning. Oversee staff liaisons to Board committees to ensure they are provided with the information and support necessary to fulfill their objectives.

Fundraising, Financial Planning and Management:

1. Work with staff and Board in preparing a comprehensive budget that includes periodic forecast updates.
2. Research funding sources, oversee the development of fundraising plans, and write funding proposals to increase the organization's funds.
3. According to the approved budget, administer the organization's funds, approve

expenditures within the authority delegated by the Board, and monitor the organization's monthly cash flow.

4. Ensures that services and funding relationships are robust enough to meet or exceed strategic goals and objectives.

5. Provide the finance committee with comprehensive, regular reports on the revenue and expenditures of the organization.

6. Ultimately responsible for developing and maintaining sound accounting and financial practices.

7. Participate in fundraising activities as appropriate.

8. Build relationships with potential and current major individual donors, communicate the impact of the organization and make direct asks for gifts.

9. Oversee donor stewardship through face-to-face meetings, phone calls, video messages, text messaging, social media posts, emails and events.

10. Meet regularly with the Development Director and ensure that fundraising development is carried out in ways that align with the organization's values, mission, vision, and strategic plan.

Human Resources Planning and Management:

1. Ultimately responsible for the recruitment, employment, retention, and release of all personnel, both paid and volunteers.

2. Oversee implementation of human resources policies, procedures, and practices.

3. Establish a positive, healthy, and safe work environment per all appropriate legislation and regulations.

4. Encourage staff and volunteer development and education and assist staff in relating their specialized work to the organization's total program and its mission.

5. Maintain a climate that attracts, keeps, and motivates a diverse staff of top quality individuals.

6. Oversees Human Resource Director's efforts in, recruiting, interviewing, and selecting staff with proper technical and personal abilities to further the organization's mission.

7. As appropriate and in partnership with the Human Resource Manager, coach, and mentor staff to improve performance, discipline staff as necessary using proper techniques, release staff when necessary using appropriate and legally defensible procedures.

8. Reports staff concerns to the Executive Committee.

Risk Management:

1. Identify and evaluate potential risks to the organization's staff, advocates, property, finances, goodwill, and community image; implements measures to control risk.

2. Ensure that the Board of Directors and organization carry appropriate adequate

- insurance coverage.
3. Ensure that the Board and appropriate staff understand the terms, conditions, and limitations of the insurance coverage.

Miscellaneous:

1. Soft skills: enthusiasm, flexibility, creative problem-solving, working independently, and taking initiative.
2. Speak, listen, and write clearly, thoroughly, and timely, using appropriate and effective communication tools and techniques.
3. Understand ethical behavior and business practices, and ensure that own behavior and others' behavior are consistent with these standards and align with the values of the organization.
4. Follow safe work practices.
5. Other duties as assigned by the Board of Directors

QUALIFICATIONS:

- A Bachelor's degree or determined equivalent through a combination of education and experience in business, finance, and operational oversight is required. Minimum of three years administrative/management experience; experience with non-profit organizations preferred
- +3 years of professional experience in a nonprofit organization; demonstrated success in a development function (managing and forging relationships with multiple donor sources)
- Experience in the following areas given preference: public speaking, writing skills, grant writing, fundraising, public relations, volunteer management, child abuse, and neglect.
- Experience cultivating and securing gifts and grants from individual donors, foundations, corporations, and government funders.
- Excellent interpersonal, written, and verbal communication skills are essential. Ability to lead meetings and presentations, and ability to interface with all levels of staff with tact and diplomacy.
- Demonstrated ability to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
- Valid CA driver's license with an insured automobile per state requirements and is in good working order.

PHYSICAL AND MENTAL REQUIREMENTS:

The work is performed predominantly in an office environment and at indoor event locations, operating typical office equipment, with limited exposure to extreme temperatures.

The physical job tasks require extended sitting at a desk and operating office equipment including a computer and phone. These tasks require the ability to sit, stand, talk, hear and use hands to operate a computer and phone. Vision abilities include close vision requirements due to computer work. The physical requirements also include occasional standing for training and promotional events, occasional lifting up to 20 pounds and carrying short distances, occasional walking and occasional driving.

Mental requirements include Communication with Diverse People, Problem Solving, Decision Making, Supervision, Data Interpretation, Speaking Publicly, and Regular Interaction and collaboration with both co-workers and people in the community. The employee must also be

able to uphold the stress of working with abused or neglected children.

Shift/Work Hours: Full-time weekdays + weekends and evenings as needed

This job description in no way implies that the duties listed here are the only ones the employee will be required to perform.

Benefits:

Our team members are our family, so we help our team members care for their families. The rewards of joining CASA are extensive. We offer a comprehensive benefits package to all full-time employees. Here are some of the highlights:

- Healthcare Insurance
- Dental Insurance
- Vision Insurance
- 401k with up to 2% matching
- Career development opportunities
- Generous PTO and Holiday (time-off) package
- Team activities and Organizational affiliation

Equal Employment Opportunity Policy:

CASA of Kern County policy prohibits unlawful discrimination based on race, color, creed, gender (including gender identity and gender expression), religion (all aspects of religious beliefs, observance or practice, including religious dress or grooming practices) marital status, registered domestic partner status, age, national origin (includes language use and possession of a driver's license issued to persons unable to prove their presence in the United States is authorized under federal law), ancestry, physical or mental disability, medical condition (including cancer or a record or history of cancer, and genetic characteristics), sex (including pregnancy, childbirth, breastfeeding or related medical condition), genetic information, sexual orientation, military and veteran status or any other consideration made unlawful by federal, state, or local laws.