



LASALLE COUNTY CASA

EXECUTIVE DIRECTOR

Job Description

Position Summary:

The Executive Director is responsible for the overall execution of the non-profit mission and involves all aspects of administrative and programmatic operations, personnel supervision, and coordination of the best-interest child advocacy. Court Appointed Special Advocates for Children is a child-centered, court-driven, and volunteer-delivered program that provides CASA volunteers as friend-of-the-court to court-involved abused and neglected children in LaSalle County. Key responsibilities include, but are not limited to: 1) Capacity Building, 2) Day-to-day program and grant execution, 3) Court, Community, and Public Relations, 4) Personnel Management, 5) Resource Development, and, 6) Fiscal management.

QUALIFICATIONS

- Bachelor's Degree in one of the following or related fields: Social Work, Psychology, Sociology, Legal Studies, Non-Profit Management, Human Resources, and/or qualified by documented work experience with a minimum of three years in a related field.
- Demonstrated Leadership skills preferred with strong aptitude in the following areas: Board relations, volunteer ethic of service, writing skills, public speaking, fundraising, public relations, and understanding of basic accounting and financial statements.
- Successful record of acquiring and sustaining funding resources including requests for proposals, grant accounting, reporting, and management.
- Must be able to work with diverse individuals and groups.
- Must be able to pass background checks and fingerprinting.
- Must possess a valid State of Illinois driver's license and proof of insurance.

SUPERVISION and ACCOUNTABILITY

The Executive Director of LaSalle County CASA, Inc. is responsible to the Board of Directors of LaSalle County CASA, Inc.

DUTIES

Directs the Activities of the CASA Program.

Program Accountability, Certification and Contracts

- Sets annual goals in consultation with the Board.
- Maintains Memoranda of Understanding with LaSalle County Judiciary, 13th Judicial Circuit Court Services, and with the State's Attorney.
- Monitors progress toward meeting annual goals and keeping the Board informed.
- Prepares end-of-year reports documenting program statistics for the year.
- Develop program evaluation in consultation with the Board, which gives information regarding the effectiveness of the program.



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- Assures that the CASA program adheres to any requirements set forth through contractual agreements with granting agencies.
- Timely files any and all required reporting including but not limited to the Secretary of State Annual Report, Attorney General's Charitable Trust Bureau, Federal Income Tax, and SAM.gov.
- Provides a monthly Judiciary Report to Juvenile Court, GAL, Assistant State's Attorneys, and Public Defenders on CASA caseload.

Personnel

- Works in consultation with the Board to maintain current appropriate Personnel Policies and Job Descriptions.
- Administers the Personnel Policies in consultation with the Board.
- Maintains appropriate number of employees as directed by the Personnel Policies.
- Supervises all employees.
- Recruits, hires, and provides orientation and training for support staff.
- Conducts at least yearly performance evaluations.
- Maintains personnel records as directed by the Personnel Policies.
- Verifies payroll records.
- Establishes initial hire documentation for 3rd party payroll service.
- Collect and verify all pay period hours and payroll records.
- Conducts weekly staff meetings.
- Reports staff concerns to the Executive Committee.

Advocacy and Volunteer Management

- Contributes to and monitors the Volunteer Strategic Plan in accordance with program and grant goals and objectives.
- Coordinates with the Advocacy Coordinator on all matters related to volunteerism.
- Maintains Volunteer Policy and Procedures Manual and updates as needed subject to Board policy approval.
- Keeps training manuals current and in compliance with National CASAGAL.org
- Coordinates with the Advocacy Coordinator on the scheduling of pre-service training dates and locations.
- At court, initiates first contact with client/child and caretaker(s) to provide information about CASA's role as a victim assistance non-profit program.
- Accompanies volunteer advocate on a first home visit, as needed.
- May provide backup visit coverage for an advocate on leave or vacation.
- Promotes and establishes school relations and pertinent education advocacy.
- May attend joint staffing with collateral agency professionals on cases in common with CASA (i.e., Youth Service Bureau, Center for Youth and Family Solutions, DCFS) regarding case-related concerns.
- May attend with or on behalf of volunteers, Administrative Case Reviews, Child Family Team meetings, and Individual Educational Plan conferences.
- Attends court with or on behalf of advocates.
- Reviews, advises, approves, and signs off on advocate court reports.



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- Consult and advise staff or volunteers on cases as needed or requested.
- Makes final determination on volunteer discipline and decisions.
- Prepares and coaches volunteers for witness testimony as needed.

Coordinates all administrative duties as directed by the Board of Directors.

Fiscal Management

- Assists with budget development in consultation with the Board's Treasurer
- Assists the Treasurer with budget reviews and revisions.
- Adheres to Fiscal Policies as set forth by the Board of Directors.
- Maintains accounting system with monthly reviews by Treasurer.
- Monitors monthly program costs and keeps expenditures within the approved budget.
- Executes timely reporting as required of grant and other revenue streams.
- Assists the Treasurer in processing and paying the monthly bills
- Provide Financial Reports to the Board at each full meeting to affect informed decision-making.
- Initiates annual audit scheduling and timely provision of all financial documents to the auditor with the consent of the Board of Directors.

Capacity Building and Resource Development

- Researches grant opportunities and is responsible for writing requests for funding proposals when appropriate and as directed by the Board of Directors.
- Identifies and develops relationships with community stakeholders to source in-kind resources.
- Executes strategy and implements grant awards to meet stated goals and objectives.
- Oversees a Volunteer strategic plan for growth of the volunteer corps.
- Assists with all fundraising activities, projects and special events.
- Develop and maintain a donor base for both monetary and in-kind resources.
- Develop and maintain a donor-tracking system.

Public Relations

- Works with the Public Relations Committee of the Board as an ex-officio member and attends all committee meetings.
- Helps set annual public relations goals and assists in meeting those goals.
- Assures that adequate and current program literature is available for distribution.
- Reviews and approves Marketing and Recruitment Specialist activity and schedules for awareness and outreach events.
- Proofs any flyers, social media posts, print advertisement or program literature for compliance and accuracy before disclosing to the public.
- Gives presentations within the community regarding the CASA program.
- Promotes CASA to schools, professional and faith-based entities, service and community organizations.
- Maintains a CASA presence by attending community networking events.
- Contributes to content of the LaSalle County CASA newsletter.



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Meetings, Affiliations and Organizations

- Is a non-voting, ex-officio member of the Board of Directors.
- Attends all Board meetings, Executive committee meetings and monthly meetings with the Chairman of the Board.
- Assures program membership with the Illinois CASA Association, Inc., attends all state meetings and maintains active involvement where appropriate.
- Assures program membership with the National CASAGAL Association, Inc. attends Regional and National conferences when possible, and maintains active involvement where appropriate.

Other similar duties as directed by the Board.

EMPLOYEE CLASSIFICATION: Full-time, exempt.

Annual Salary Range of \$60,000+ depending on experience

12 Paid Holidays

10 days discretionary Paid Time Off

It is the policy of CASA to provide equal employment opportunity to all applicants and employees based on qualifications and abilities without regard to age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, or veteran status.

CASA is an Equal Opportunity Employer.

EEOE/ADA

Apply by sending a resume to: LaSalleCASA.BoD@gmail.com