



Kendall County Executive Director Position

CASA Kendall County is seeking a dynamic leader for the role of Executive Director.

This position operates under the general direction of the agency's Board of Directors. 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 children who have experienced abuse and neglect.

Duties & responsibilities:

- Represent the agency at community, business and social events in ways that build agency awareness and effectively communicate the agency's mission & vision.
- Spearhead fundraising initiatives to secure and grow the agency's financial assets. Identify, cultivate, and solicit prospective donors and key stakeholders at both individual and institutional levels.
- Oversee fundraising events and sponsor solicitation
- Identify, recruit, train and develop a talented team of employees and volunteer advocates who effectively represent and advocate for all children entering the CASA program. Monitors advocate and child caseloads & procedures.
- Develop an annual operating budget while ensuring fiscal affairs are handled with integrity and within guidelines established by the Board of Directors. Manage day-to-day fiscal operations including, but not limited to, payroll, time reporting and accounts payable and grant/fundraiser tracking.
- Research and prepare grant proposals and other funding applications, create a plan to ensure complete and timely submittals.
- Collaborate with the board of Directors to identify, create and implement strategic plans to actualize agency's objectives.
- Ensure that the agency complies with all legal and regulatory requirements.
- Oversee the development, implementation, and updating of policies and procedures, promoting transparency, and best practices.
- Serve as the principal professional resource to the Board of Directors, Executive Committee and other key committees informing them of the status of the agency operations, issues and functions.
- Form constructive, mutually beneficial working relationships with other service agencies and interested groups with the community.



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- Develop a strong Board of Directors and diverse volunteer core gaining their commitment to the CASA Kendall County mission and vision.

Education & experience:

- Bachelor's degree in human services, social work, management or related field required.
- Must have experience in administrative management, revenue development, public relations/marketing or volunteer management.
- Non-profit experience or experience working with families in crisis, preferred.
- Must have successful fundraising experience.
- Grant writing experience preferred.

Skills & abilities:

- Thorough knowledge of the child welfare system highly preferred. Ability to understand and navigate through the juvenile justice and child welfare systems required.
- Ability to lead and motivate staff and foster a culture of teamwork and support required.
- Must have strong presentation and public speaking skills.
- Strong computer skills with thorough understanding of Microsoft Office and social media platforms is required. Proficiency with Quick Books, Google Docs, Google Teams preferred.
- Must have project management and/or event planning skills.
- Ability to communicate effectively through oral presentations and written reports required.
- A valid driver's license and reliable transportation is required.
- Must pass a background check

Applications accepted through 4/19/2024

Submit applications to: shamman@kendallcountyil.gov