

CASA ^{of} DUPAGE COUNTY

Position Announcement for **EXECUTIVE DIRECTOR**

MISSION

The mission of Court Appointed Special Advocates (CASA) of DuPage County is to advocate for the best interests of abused, neglected, dependent and vulnerable children in the DuPage County court system. Our vision is that all children deserve a safe, permanent and nurturing home where they can thrive.

ORGANIZATION HISTORY

CASA DuPage was founded in 1993, when it entered into a formal agreement with the Eighteenth Judicial Circuit Court in DuPage County. During its first year of operation, CASA DuPage supported 15 volunteer advocates who were the voices for 33 abused and neglected children. By 2018, a total of 411 children benefited by having one of 121 volunteers as their CASA Advocate. Today, we have 160 volunteer advocates and a waiting list of 100 more. Though CASA is a national organization, programs are set up by county. Illinois has 36 programs which serve 38 counties. State-wide, 43% of children in juvenile court have an advocate. By contrast, every abused, neglected or dependent child in DuPage has an advocate.



CURRENT PROGRAMMING

CASA DuPage volunteers are appointed by judges to advocate for children's best interests. They stay with each case until it is closed and the child is in a safe, permanent home. We serve children from birth through the age defined by state statute as the limit to youth remaining in care (18-21). Our volunteers work with legal and child welfare professionals, educators and service providers to ensure that judges have all the information they need to make the most well-informed decisions for each child.

PLANNED PROGRAMMING

Recognizing that the older youth we serve face daunting challenges when they age out of State care, CASA DuPage is hoping to launch a major new initiative in 2020/2021 – Champions of Hope (COH). The premise of this initiative is to provide older youths with their own mentor, who will help them take ownership of their lives, navigate roadblocks and opportunities, and access vital community resources. COH will guide youth toward completing their high school education or GED so they can choose the best career path to achieve their personal and professional goals – higher education, vocational training, or on-the-job learning.



REPORTING RELATIONSHIPS

The Executive Director reports to the Board of Directors, oversees the staff of CASA, has two direct reports, and oversees 150 volunteers.

POSITION OVERVIEW

The Executive Director provides effective leadership and management of the CASA DuPage office and delivers on its mission, programs and day-to-day operations. S/he provides stewardship and ongoing communications while developing and working with a broad base of donors, volunteers, grantors, foundations, judicial and law enforcement professionals, and other friends of CASA DuPage in order to grow the organization.

S/he develops and pursues ideas, contacts and strategies to raise awareness of CASA DuPage throughout the entire DuPage County area and provide leadership to all marketing, communications, fundraising and volunteer development initiatives. In addition, s/he provides leadership and oversight to the delivery of CASA DuPage programs and services to ensure the organization fulfills its mission in meeting the needs of abused, neglected, dependent and vulnerable children served.

The Executive Director, with the involvement of volunteers and staff, identifies, cultivates and solicits individual and institutional donors for operating, capital and endowment purposes.

The Executive Director provides leadership and oversight to development of the organization's strategic and annual business plans and budgets, and serves as the chief strategist.

AREAS OF FOCUS

Fundraising

- Lead for identifying, cultivating, soliciting and stewarding major individual and institutional donors
- Provide counsel and direction to Director of Development
- Oversee special events

Community Engagement

- Serve as lead representative in communicating with key stakeholder groups – donors, volunteers, funders, partners
- Serve as lead in establishing and implementing partnerships and collaborations with other organizations, businesses, schools, etc.
- Develop and implement cause-marketing agreements and sponsorships
- Participate in, network with and make presentations to a variety of community groups including chambers of commerce, foundations, businesses, service clubs and civic organizations
- Lead advocacy efforts with associations, local, state and federal legislators, business community and the general public
- Establish program partnerships with other nonprofits (with Chief Program Officer)

Financial

- Oversee annual audit and tax return preparation
- Provide oversight to financial assets and investments
- Develop, recommend and monitor annual and other budgets

Board of Directors

- Work closely with the President and committee chairs to support all planning, monitoring, oversight and reporting
- Support individual members in their annual goals and activities
- Engage members in donor cultivation activity

Human Resources

- Oversee and administer benefits, policies, disciplinary actions, supervision and evaluation of staff and volunteers.

Operations

- Manage an active planning process, including setting organization goals and objectives
- Oversee new business development

IDEAL CANDIDATES

Desired personality attributes:

- Versatility, adaptability and flexibility
- Personal drive, energy and engagement
- Strong set of interpersonal and communication skills
- High level of sociability

Desired leadership skills include ability to:

- Maintain an external focus by creating innovative solutions and fostering wide-ranging stakeholder relationships
- Deliver results through skillfully allocating resources, driving accountability and establishing operational excellence
- Set strategy and exemplify a continuous improvement mindset
- Take ownership for decisions and initiative for actions
- Manage through complex and ambiguous circumstances
- Build strong teams by developing, motivating and engaging others
- Comfortably relate with business leaders/executives, board members, volunteers, government officials, corporate and foundation leaders and philanthropists



Desired Professional Experiences include having:

- Worked with a nonprofit board of directors and an understanding of how it functions
- Managed key stakeholder relationships in the community and a successful track record raising funds from individual and institutional donors, clients, vendors, sponsors and partners
- Managed volunteers and staff
- Been visible in the community, conducted public speaking and worked with the media
- Successfully developed and rolled out new programs/initiatives
- Demonstrated track record in the management, operations, budgeting, forecasting, and financial administration of an organization or business area.
- Familiarity with the CASA program, juvenile and probate court systems



REQUIREMENTS

- Undergraduate degree (masters degree preferred) with a concentration in business, marketing or communications and at least five years of professional nonprofit experience at a senior level
- Valid driver's license and insured automobile
- Knowledge of and relationships within DuPage County – local candidates highly preferred

To Apply:

Email cover letter, resume and salary history to:

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