



**Executive Director**

**Job Description**

**CASA Partners 4NMKids**

**Sandoval and Valencia County**

***Position Summary***

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 abused and neglected children in Sandoval and Valencia County. Key responsibilities include, but are not restricted to:

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| <b><i>Resource Development and Maintenance</i></b>                       |
| <b><i>Agency and Program Planning and Advancement</i></b>                |
| <b><i>Community and Public Relations Development and Maintenance</i></b> |
| <b><i>Personnel Management</i></b>                                       |
| <b><i>Board of Directors Liaison</i></b>                                 |
| <b><i>Fiscal Management</i></b>  |

***Resource Development and Maintenance***

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| <p>1. Research and prepare grant proposals and other funding applications.</p>            | <ul style="list-style-type: none"> <li>- Prepare, write, and submit a minimum of 4 grant applications per year.</li> <li>Apply to the following grants yearly:</li> <li>- AOC funding</li> <li>- VOCA grant</li> <li>- Rio Rancho Community Foundation grant</li> <li>- Lineberry Foundation grant</li> <li>- National CASA grant</li> <li>- And others</li> </ul>  |
| <p>2. Develop and maintain a donor base for both monetary and non-monetary resources.</p> | <ul style="list-style-type: none"> <li>- Maintain communications with current donor base.</li> <li>- Develop and maintain a donor tracking system and database.</li> <li>- Cultivate donor relationships within the community (Sandoval and Valencia).</li> <li>- Non-monetary resources may include: food for events, Holiday party decorations/gifts/stockings/etc., printed materials (literature/swag/banners/t-shirts/etc.), etc.</li> </ul> |



**Agency and Program Planning and Advancement**

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| <p>1. Meet weekly with program staff/Program Manager (PM).</p>  | <ul style="list-style-type: none"> <li>- Discuss &amp; refine volunteer recruitment strategies in each county.</li> <li>- Discuss upcoming/ongoing training, screening, and supervision.</li> <li>- Discuss and resolve any problems with volunteers/staff/court staff.</li> <li>- Obtain monthly metrics from staff (volunteers/children served/active cases/etc).</li> <li>- Review and discuss work assignments with Program Manager.</li> </ul> |
| <p>2. Ensure all necessary forms are filed with the appropriate agency for all necessary permits, memberships, licenses, etc.</p> | <ul style="list-style-type: none"> <li>- Permits/Memberships/Licenses can include, but are not limited to:</li> <li>- National CASA membership</li> <li>- VOCA membership</li> <li>- Various Chamber of Commerce memberships</li> <li>- Fire inspections</li> <li>- Business licenses for both counties</li> <li>- Secretary of State Non-profit status</li> <li>- Taxes/Non-profit status</li> </ul>   |
| <p>3. Prepare monthly/quarterly program reports.</p>  | <ul style="list-style-type: none"> <li>- Prepare monthly program reports for National CASA and quarterly for VOCA requirements.</li> <li>- Prepare monthly program reports for Board of Directors</li> <li>- Prepare other program reports for various grants.</li> </ul>   |
| <p>4. Keep Juvenile Court administration and other Child Welfare agencies apprised of agency directives and activities.</p>       | <ul style="list-style-type: none"> <li>- Judges/CYFD divisions/etc.</li> </ul>  |
| <p>5. Oversee agency and program compliance with established policies and procedures, and National and State CASA standards.</p>  | <ul style="list-style-type: none"> <li>- Maintain compliance with changing National CASA requirements.</li> <li>- Maintain compliance with changing VOCA requirements.</li> <li>- Review agency policies and procedures every year and submit suggestions to board when needed.</li> </ul>  |
| <p>6. Work with Program Manager to develop and maintain current case tracking stats via Optima.</p>                               | <ul style="list-style-type: none"> <li>- Current case list per county</li> <li>- Current cases assigned to CASAs.</li> <li>- List of active/inactive/pending volunteers</li> </ul>  |



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| 7. Work with Program Manager to track volunteer hours and reporting via Optima.   | <ul style="list-style-type: none"> <li>- Training hours</li> <li>- Service hours</li> <li>- Program hours</li> </ul>  |
| 8. Work with Staff/Board to develop and initiate time-oriented agency goals and program developed via Strategic Planning exercises. | <ul style="list-style-type: none"> <li>- Conduct a SWOT/SMART analysis with board of directors yearly to establish goals.</li> <li>- Develop and implement steps to achieve goals.</li> <li>- Continue to update board on the progress of these goals/plans.</li> </ul>                           |
| 9. Work with Program Manager to develop and perform program evaluations.  | <ul style="list-style-type: none"> <li>- Enhance current programming</li> <li>- Investigate new programming</li> </ul>  |
| 10. Develop and implement an overall vision for the agency.   | <ul style="list-style-type: none"> <li>- Develop a 30,000 FT picture of the current agency:</li> <li>- How can we grow the agency?</li> <li>- How can we strengthen our impact on the community?</li> <li>- How can we positively impact the lives of children in care?</li> </ul>                |
| 11. Develop and maintain relationship with State and National CASA.   | <ul style="list-style-type: none"> <li>- Attend National and State CASA conferences.</li> <li>- Report any and all changes affecting our agency to the board and staff.</li> <li>- Work with State CASA to advance state legislative goals and National CASA to advance federal goals.</li> </ul> |

**Community and Public Relations Development and Maintenance**

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| 1. Coordinate public relations with the purpose of recruiting volunteers and increasing public awareness of the CASA program and its goals and activities.                         | <ul style="list-style-type: none"> <li>- Strategically increase public awareness of CASA program/goals/activities via radio/tv/press interviews.</li> <li>- Assign tablings and other similar activities to staff.</li> </ul> |
| 2. Develop and maintain relationships with all appropriate groups, agencies, and organizations, and any and all other child advocacy agencies and community service organizations. | <ul style="list-style-type: none"> <li>- Attend shared nonprofit/child advocacy meetings/conferences/events.</li> <li>- Collaborate with others in the communities we serve.</li> </ul>                                       |
| 3. Oversee release of press packets and news releases, and follow-up of any media coverage.  | <ul style="list-style-type: none"> <li>- All media interviews and follow-up questions should be answered by the Executive Director.</li> </ul>  |
| 4. Develop and maintain a consistent marketing plan for the agency.  | <ul style="list-style-type: none"> <li>- Press Releases</li> <li>- Website posts/events/updates</li> </ul>  |



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|  | <ul style="list-style-type: none"> <li>- Social Media posts/updates</li> <li>- Agency literature/pamphlets/white papers/etc.</li> </ul>   |
| 5. Be available for public speaking engagements. | <ul style="list-style-type: none"> <li>- Conferences/public meetings/panel discussions.</li> <li>- Press/Media interviews</li> <li>- CASA Partners 4NMKids events (internal or external)</li> </ul> |

***Personnel Management***

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| 1. Hire and supervise (as outlined in the agency policies and procedures) administrative and management staff when needed, in conjunction with PM. | <ul style="list-style-type: none"> <li>- Create and conduct proper on-boarding procedure for all staff.</li> <li>- Organize professional development and training opportunities for staff with PM.</li> <li>- Review policies and procedures yearly with staff.</li> <li>- Ensure staff are aware of new policies adopted by the Board throughout the year.</li> </ul>   |
| 2. Write and revise, as necessary, the job descriptions for all staff with PM.   | <ul style="list-style-type: none"> <li>- Advise the Board of Directors of changes to staff job descriptions and reasons that dictated the change.</li> </ul>   |
| 3. Prepare and perform yearly performance evaluations for Program Manager.   | <ul style="list-style-type: none"> <li>- Create performance evaluations with appropriate metrics for PM.</li> <li>- Conduct yearly performance evaluations on the PM on the anniversary of hire date.</li> <li>- Based on performance evaluations performed by PM and self, grant bonuses once a year per staff person, when all expectations were met and/or exceeded, and funds are available (contact Board Finance Committee for approval of amount).</li> </ul> |
| 4. Staff development.  | <ul style="list-style-type: none"> <li>- Conduct a yearly evaluation of PM, and work with PM to assess staff needs in Sandoval and Valencia County.</li> <li>- Work with PM to create/change staff positions when needed.</li> </ul>   |

***Board of Directors Liaison***

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| 1. Attend all Board Meetings. | <ul style="list-style-type: none"> <li>- Conducted monthly (third Tuesday) in-person or online.</li> </ul> |
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| <p>2. Regularly review with the Board program/agency progress, goals, and objectives.</p>  | <ul style="list-style-type: none"> <li>- Current CASA stats</li> <li>- CASA National stats/updates</li> <li>- Updates/Reports about staff that need to be addressed by the Board.</li> <li>- Updates on Valencia/Sandoval stats</li> <li>- Upcoming Events (how Board can be involved)</li> <li>- Updates on Fundraising Efforts (when needed)</li> </ul> |
| <p>3. Oversee implementation of all Board directives, policies and procedures.</p>         | <ul style="list-style-type: none"> <li>- Employee Personnel Policies Handbook</li> <li>- Standard Operation Procedures</li> </ul>   |
| <p>4. Keep Board apprised of agency operations, changes, and issues.</p>                   | <ul style="list-style-type: none"> <li>- New/changing court policies/procedures</li> <li>- National/State legislative changes</li> <li>- National/State CASA changes</li> </ul>   |
| <p>5. Monitor Board/Committee activities and attend Committee meetings when necessary.</p> | <p>Current Board Committees:</p> <ul style="list-style-type: none"> <li>- Documentation Committee</li> <li>- Finance Committee</li> <li>- Board Recruitment Committee</li> <li>- Fundraising/Development Committee</li> </ul>   |

***Fiscal Management***

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| <p>1. Manage day-to-day fiscal operations.</p>  | <ul style="list-style-type: none"> <li>- Paying bills</li> <li>- Payroll</li> <li>- Bookkeeping (with Bookkeeper)</li> <li>- Balance Sheets</li> <li>- Annual Budget (Actuals/Projected)</li> <li>- P&amp;L</li> </ul> |
| <p>2. Submit monthly and quarterly financial reports to grantors (as required).</p>                             | <ul style="list-style-type: none"> <li>- VOCA</li> <li>- National CASA</li> <li>- AOC</li> <li>- Other</li> </ul>  |
| <p>3. Review and approve all monthly and quarterly reports and documentation to substantiate those reports.</p> | <ul style="list-style-type: none"> <li>- Assisted by PM</li> </ul>   |
| <p>4. Submit bills and expenditures to the treasurer for reimbursement and accounting.</p>                      | <ul style="list-style-type: none"> <li>- Work with Board of Directors' Treasurer</li> </ul>  |