

CASA of Northeast Arkansas Seeks Executive Director

CASA of Northeast Arkansas, officially known as CASA of the 2nd Judicial District of Arkansas, is the second largest CASA organization in the state and one of 950 organizations in the country. CASA's mission is to recruit, train and support volunteer advocates for abused and neglected children in foster care until they reach safe and permanent homes. We are a member in good standing with the [National CASA Association](#). A recent finalist for the Arkansas Nonprofit Alliance "High Impact Non-Profit of the Year" award, the organization serves five counties in northeast Arkansas, with the goal to serve 100% all children in foster care by 2020. With 325 children served during the fiscal year ending June 30, 2016, the new Strategic Plan calls for CASA to provide funds and talent to serve all the children in foster care by 2020 (approximately 800 in 2015). This is a unique opportunity for a visionary leader to continue the organization's award-winning growth and take it to the next level of excellence.

Priorities of the position include:

- Diversifying the donor base, increasing individual and corporate donations, and developing and implementing a marketing plan to encourage endowments to benefit CASA through the Arkansas Community Foundation
- Strengthening organizational infrastructure and capacity
- Continuing to improve the organization's impact by serving more children, improving children's educational achievement, and advocating creatively in court for the children.
- Maintaining/improving grant funding
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The ideal candidate will possess:

- strong emotional intelligence
- the confidence to build relationships with community leaders who are high-end donors, elected state and local officials, circuit judges and staff, and volunteers from a variety of backgrounds
- the ability to creatively advocate for abused children in foster care and at-risk client families
- a commitment to diversity and inclusion
- excellent business acumen
- a transparent management style
- compelling and concise oral and written communication skills
- the ability to mentor and empower a high performing team who drive the achievement of CASA's mission

SUMMARY:

Key responsibilities include, but are not restricted to: 1) Resource development and maintenance, 2) Agency and program planning, 3) Community and public relations, 4) Personnel management, 5) Agency liaison to the Board of Directors, and 6) Fiscal management.

RESOURCE DEVELOPMENT AND MAINTENANCE:

1. Research and prepare grant proposals.
2. Develop and maintain a fundraising plan that includes individual donors, corporate giving, and an endowment marketing plan with a growth plan of at least \$25,000 in new donors and grants in year one.
3. Develop and maintain a donor tracking system.
4. Assist the Board with fund-raising events.

AGENCY AND PROGRAM PLANNING:

SHORT-TERM

1. Meet regularly with program staff to:
 - a) Discuss challenges and develop plans for the recruitment, training, and coaching of volunteers
 - b) Discuss relationship plans regarding court partners
 - c) Stay informed of all relevant activities of the agency
2. Assure all necessary forms are filed with the appropriate agency for all necessary permits, memberships, licenses, etc.
3. Prepare monthly, quarterly, six-month and annual program reports.
4. Keep Juvenile Court administration and other Child Welfare agencies apprised of agency directives and activities.
5. Oversee agency and program compliance within established policies and procedures.

LONG-TERM

1. Develop, implement, and maintain tracking systems for both volunteer and caseload files.
2. Assist with development and implementation of strategic plans.
3. Review, monitor progress, and develop action plans to meet strategic plan goals.
4. Assure agency compliance with National and State CASA standards.
5. Attend and work with National and State CASA programs through conferences and meetings.

COMMUNITY AND PUBLIC RELATIONS:

1. Coordinate public relations with the purpose of recruiting quality community leader as volunteers, board members, and Friends of CASA
2. Increase public awareness of the CASA program and its goals and activities.
3. Develop and maintain relationships with all appropriate groups, agencies, and organizations, and any and all other child advocacy agencies and community service organizations including (but not limited to): State of Arkansas Commission on Children and Youth, Dept. of Human Services, Dept. of Finance and Administration. Approve all written public relations material printed by the agency Develop a marketing plan, including news releases, press packets, and social media
4. Seek public speaking engagements
5. Be available and prepared on short notice for interviews with media on topics related to CASA's work
6. Excellent computer skills

PERSONNEL MANAGEMENT:

1. Recruit, hire and supervise all staff members.
2. Create and revise organizational charts and job descriptions to enhance growth goals and advocacy impact.
3. Prepare yearly performance evaluations (oral and written) for all staff.
4. Prepare and implement a plan for staff development.

BOARD OF DIRECTORS LIAISON:

1. Facilitate the preparation for Board meetings and assist the officers as directed.
2. Oversee implementation of all Board directives, policies, and procedures.
3. Serve as liaison between Board and agency staff.
4. Keep Board apprised of agency operations, changes, and issues.
5. Monitor Board and Committee activities and attend Committee meetings.

FISCAL MANAGEMENT:

1. Manage day-to-day fiscal operations to adhere to the established budget.
2. Prepare and submit monthly and quarterly grant invoices and compliance reports to grantors, verifying the statistics.
3. Manage day-to-day accounting as directed by the treasurer.
4. Assist in developing agency annual budget.

QUALIFICATIONS:

Minimum of a Bachelor's degree, ideally with an MBA, MPA or MSW or comparable advanced degree with significant experience and demonstrated success in administration of a small business, non-profit, or public service agency. Candidates will demonstrate strong skills in fiscal management, resource development and maintenance, agency and program planning, grant writing and compliance, and public relations. Preference will be given to candidates who have previous experience managing volunteers. Knowledge of child abuse and neglect, families in crisis, and other social services skills is preferred. Successful candidate must undergo criminal background and child maltreatment registry checks.

COMPENSATION PACKAGE:

The salary is commensurate with experience, within a range of \$50,000 to \$70,000. Benefits include a possible health insurance stipend, cell-phone stipend, vacation time, and sick leave. Relocation assistance is available.

EQUAL OPPORTUNITY EMPLOYMENT:

CASA is an Equal Opportunity Employer. It is the policy of CASA of the 2nd Judicial District to provide equal employment opportunity to all applicants and employees based upon qualifications and abilities without regard to race, color, sex, religion, age, national origin, disability, political affiliation, sexual orientation or veteran status. This policy applies to recruiting, hiring, training, promoting, retaining, compensation and benefits, as well as to all other CASA privileges, personnel programs, and matters of employment.

Interested candidates may submit resume and a cover letter to jobs@neacasa.org. No phone calls, please. The position will be open until filled.