

Frontier CASA
Executive Director
Job Description

Basic Function

The Executive Director is the key management leader for Frontier CASA. The Executive Director is responsible for overseeing the administration, programs, and strategic plan of the organization. Other key duties include fundraising marketing, and community outreach. This position reports directly to the Board of Directors.

General Responsibilities

1) Board Governance

- a) Works with Board of Directors to fulfill the organization's mission.
- b) Responsible for communicating effectively with the Board of Directors and providing, in a timely manner, all information necessary for the Board to function properly and to make informed decisions.
- c) Thoroughly understand Frontier CASA and its mission, policies, culture, values, history, key stakeholders, programs, and finances;
- d) Ensures that appropriate programs and services are provided in the service area consistent with priority needs and the Frontier CASA mission;
- e) Stay abreast of philanthropic, economic, social and community trends related to Frontier CASA; communicate changes with staff and board including trends and initiatives that might impact the organization
- f) Recommend policies and procedures
- g) Maintain relationships with key stakeholders such as, TDFPS, the judiciary placement agencies, foundations, and donors
- h) Oversee agency and program compliance and established policies and procedures with Texas CASA and National CASA Standards;
- i) Reviews every three years the human resources policies including equal opportunity, anti-discrimination and anti-harassment policies and practices; updates policies and revises the policies as needed and submits the proposed policies to the governing board for review and approval.
- j) Oversees agency and program compliance with Federal and State Grant Contracts
- k) Other duties as assigned or needed

2) Financial Performance and Viability

- a) Responsible for oversight and expansion of fundraising, grants, and other revenues necessary to support Frontier CASA's mission.

- b) Effectively manage financial resources.
- c) Develop and maintain a donor base for both monetary and non-monetary resources including corporate participation, individual giving, and special fundraising events.
- d) Develop and maintain a donor tracking system.
- e) Work with and support the board in any fundraising events or activities.
- f) Oversee planning and implementation of special events. Identify, cultivate, and solicit donors in collaboration with development personnel and board members.
- g) Submits bills and expenditures to the treasurer for reimbursement and accounting
- h) Review and approve all monthly and quarterly reports and documentation to substantiate reports submitted to grantors (as required)
- i) Manage day-to-day fiscal operations

3) Community & Public Relations

- a) Effectively coordinate services with the court and other community agencies.
- b) Conform and abide by all regulations, policies, work procedures, and instructions;
- c) Increase visibility of programs, services, and maintain good public relations in collaboration with marketing and development personnel and board members.
- d) Provide oversight to staff and volunteers with marketing responsibilities.
- e) Implement a marketing plan to increase visibility, publicity, and education for the community through a variety of methods.
- f) Approve all written public relations material printed by the agency
- g) Oversee release of press packets and news releases, and follow-up of any media coverage

4) Technology

- a) Create and execute plans for maintaining and updating existing technology and resources. Acquire and allocate funds for technology resources as needed.

5) Personnel Management

- a) Hire and effectively supervise staff.
- b) Write and revise, as necessary, the job descriptions for all staff (except executive director) within the agency.
- c) Prepare yearly performance evaluations (oral and written) for all administrative and management staff.
- d) Oversee the development and education of staff including workshops, seminars, etc.
- e) Ensure the development of relationships between staff and/or networks with professional and social service organizations, funders/donors, providers, governmental entities, corporations, and other voluntary agencies.

6) Qualifications

- a) Commitment to and enthusiastic about the mission of Frontier CASA

- b) Ability to communicate (orally and written) and work effectively with individuals and groups
 - c) Bachelor's Degree
 - d) Leadership and professional development experience
 - e) Management skills and experience
 - f) Demonstrated fiscal management, budgeting, grant writing and/or fund raising experience
 - g) Strong interpersonal and organizational skills
 - h) Ability to use modern technology and programs as needed
 - i) Ability to build partnerships, coalitions, individual relationships; ability to bring together diverse segments of the community to work together for a common goal.
 - j) Ability to travel within and outside the state as needs arise. Travel expenses will be paid as authorized by the Board of Directors and in accordance with the budget.
- 7) Desired Qualifications
- a) Non-profit experience
 - b) Knowledge of legislative/advocacy process
 - c) Recruiting for volunteer positions and fundraising