

CASA of Linn County is seeking a dynamic Executive Director. This is an opportunity to go to work and make a life-changing impact on the lives of hundreds of abused and neglected children, who, through no fault of their own, find themselves thrust into the foster care system.

Position: Executive Director of CASA of Linn County

Stationed at: 2730 Pacific Blvd SE #201, Albany, OR 97321

Job type: Full-time exempt (salaried)

Salary: \$65,000-75,000. Additional monthly wage-benefit stipend of \$300/mo.

About the Position

The Executive Director is a full-time, exempt employee and reports to the Linn County CASA Board of Directors. They are responsible for the oversight and direct supervision of all aspects of our CASA program, including, but not limited to, organizational development, strategic direction, programs, fiscal accountability, outreach, and fundraising. We are looking for an experienced, visionary thought-leader who is committed to leading our talented team of staff and volunteers with integrity, passion, creativity, and a collaborative management approach.

The right person will bring a minimum of three years of experience in nonprofit administration and management, with extensive direct and indirect employee supervisory experience. The ideal candidate has an excellent track record in public speaking and fundraising, with grant management, budgeting, and donor relations experience.

They work effectively with (and genuinely enjoy engaging with) people from culturally diverse backgrounds. They are committed to creating highly collaborative work environments and providing clear and consistent vision, including aligned goals and objectives to our staff.

The right person will have a passion for helping children and a dedication to child abuse prevention and education. Ideally, they will have previous CASA experience (experience as a prior ED or manager, is a plus). Knowledge of the juvenile justice system, foster care, child abuse, mental health and health systems is important. A working knowledge of human resource laws and regulations as they relate to our organization are expected.



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2730 Pacific Blvd SE #201
PO Box 100
Albany, OR 97321
541-926-2651

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Summary of Position

CASA (Court Appointed Special Advocates) of Linn County is hiring an Executive Director. This position is full-time and supervises five staff members. The Executive Director is the highest-ranking employee in the agency and is appointed by and serves at the pleasure of the Board of Directors. The Executive Director has the primary responsibility for effective and efficient management of the CASA team of employees and all aspects of the program's operations in accordance with the policies established by the Board of Directors. The position entails senior managerial, personnel, programmatic, financial, fundraising, and administrative responsibilities.

About the Organization

CASA is a local nonprofit that recruits, trains, and supports community volunteers to serve as advocates for children in foster care who have experienced abuse or neglect throughout Linn County. CASA volunteers donate their time to act as independent eyes and ears of the court and speak solely for the best interest of children and youth in the custody of DHS. CASA of Linn County has been in existence since 1987. We were the third CASA program founded in the state of Oregon, and we have tremendous local support for our mission and work.

Essential Duties and Responsibilities

Including but not limited to:

- **Financial Management and Planning**
 - Manage day-to-day financial operations of the agency in accordance with financial policies
 - Provide leadership to the finance committee of the board in preparing the annual budget
 - Work with the Treasurer, bookkeeper and Finance Committee to ensure responsible financial practices and internal controls are followed
 - Monitor and evaluate financial and operational position of organization including cash balances, actual vs. budget, and corrective actions
 - Provide oversight of bookkeeping duties with independent bookkeeper and CPA
 - Develop budgets for contracts, program operations, equipment and supplies as needed

- **Fund Development**
 - Develop fundraising strategy
 - Complete and submit grant applications and associated budgets
 - Keep Board apprised of any new or pending grants/grant applications
 - Work with the bookkeeper to create regular grant tracking reports
 - Submit grant reports to grantors as required, including financial reports
 - Participate in any capital or annual campaigns, in cooperation with Board-appointed steering committees
 - Encourage participation of the Board in all fundraising events or programmatic activities

- **Community and Public Relations**

- Coordinate public relations and engage in community outreach to recruit volunteers, solicit financial support, and inform the public about CASA and issues related to our work
- Develop and maintain positive, collaborative relationships with all appropriate groups, agencies, and organizations (such as Oregon CASA Network, Linn County Human Services, Linn County Juvenile Court, United Way of Linn County, Dept. of Administrative Services, etc.)
- Approve all written public relations material printed or otherwise distributed by the program, including oversight for CASA website and social media posts
- Develop and/or maintain contact with local community leaders, government officials and legislators: City, County, State, US

- **Personnel Management**

- Foster and encourage a positive, productive working environment and culture
- Oversee and encourage staff development
- Ensure compliance with all employment laws and personnel policies
- Ensure that the agency fulfills its mission by recruiting and training skilled staff for all positions
- Recruit, hire, train, develop, manage, evaluate, and (if necessary terminate) CASA staff in accordance with Oregon employment law
- Employ talent management and retention practices by selecting and annually reviewing employee benefits packages and soliciting feedback from employees
- Manage and keep records for all benefits packages, personnel files, I-9's, insurance, business license, memberships

- **Board Relations**

- Work with the Board to prepare short-range and long-range strategies, goals and plans
- Prepare a monthly report to the Board focusing on programmatic updates, progress toward organizational goals and objectives, financial status and any issues of concern
- Provide the Board with adequate information to facilitate decision making and establish and approve programs and initiatives
- Work with existing board members to strategically recruit and engage new board members
- Assist Governance Committee to draft or update board position descriptions, policy, and/or corporate bylaw revisions annually, or as necessary
- Maintain all board member and meeting records

- **Program Operations**

- Direct supervision and coaching of Program Manager, Development Director, Events and Community Relations Coordinator, Grants Administrator and indirect but active management of other program staff and interns
- Provide leadership to staff regarding volunteer management, including but not limited to: recruitment, training, support, and recognition of volunteers, case management, record keeping, and volunteer/staff and agency relations
- Oversee and insure program compliance with National and State CASA standards
- Oversee and insure program compliance with established policies and procedures
- Submit program reports to State of Oregon, Oregon CASA Network and National CASA
- Provide stress and crisis management support to staff and volunteers
- Assure all necessary forms are filed with the appropriate agency for all necessary permits, memberships, licenses, etc.
- Address programmatic issues, personnel issues, complaints, inquiries, legal actions, etc., in a timely manner to resolution
- Stay up to date on program, legal, child welfare, policy, legislative changes
- Regularly review program data, set program goals, and initiate new programs

Qualifications

- **Education:** Minimum Bachelor degree in a social science, business, or related field
- **Experience:** Three or more years in an executive, upper management, or operations leadership position of an organization with collateral experience in donor development and fundraising. CASA advocacy and program management experience highly preferred. Exceptional leadership, motivational and people management skills required.

Competencies

1. Knowledge, understanding and passion about issues of child abuse prevention and education and the social implications and effects of child abuse and neglect, generational poverty, and parental and child drug and alcohol addiction.
2. Collaborative, "team-style" leadership skills – of both employees and volunteers.
3. Strategic planning and policy and procedure development experience and skill. Knowledge of systems thinking.
4. Proven track record of cultivating, maintaining and growing collaborative meaningful relationships with community partners, donors and funders.
5. Skilled at communicating clearly, persuasively and effectively, both orally and in writing.
6. Ability to effectively prioritize, organize and manage a large workload.
7. Ability to produce and interpret financial records and reports.
8. Knowledge of current HR practices, and ability to make recommendations, initiate and implement corrective action plans.
9. Demonstrated sensitivity to and respect for different cultural backgrounds, beliefs and perspectives of co-workers, volunteers and children served.
10. Ability to manage and maintain a large volume of confidential information.

Compensation and Benefits

- Salary range \$65,000-75,000.
- Additional monthly wage-benefit stipend of \$300/mo.
- Ten paid holidays/year and generous PTO policy.

How to Apply

- Send application materials to: CASALinn.jobs@gmail.com
- Application will consist of:
 1. Cover letter - 2 pages or less
 2. Resume
 3. Three (3) professional references - include contact information, how long you have known the reference and in what capacity
- Early applications will be reviewed starting February 10, 2020. Please submit materials by midnight on February 9, 2020 to ensure review. Position open until filled.

CASA of Linn County is an Equal Opportunity Employer.