

## **State Director - Oregon CASA Network (OCN)**

Full-time

Starting Salary Range: \$104,000 – \$120,000

### **MINIMUM REQUIRED KNOWLEDGE, SKILLS & EXPERIENCE:**

- Minimum of 5 years in senior management roles that included responsibilities for staff supervision, fundraising, finance, grants management, board development, and operations in a nonprofit organization
- Integrity, credibility, and passion for supporting and strengthening local CASA programs.
- Ability to communicate effectively with a wide variety of populations, persuasively and collaboratively.
- A Valid Driver License. An acceptable driving record and willingness to travel to CASA Programs throughout Oregon is required.
- Committed to the Values of Diversity, Equity, and Inclusion. You demonstrate that commitment by honoring and celebrating diverse characteristics and expressions of personal identity.

### **WHILE NOT REQUIRED, PREFERENCE MAY BE GIVEN TO CANDIDATES WITH ONE OR MORE OF THE FOLLOWING EXPERIENCES:**

- Three or more years of successful experience as an Executive Director for a CASA Program.
- Experience as a Court Appointed Special Advocate.
- Experience working at the state level on juvenile dependency or child welfare systems improvement.
- Law Degree with experience handling juvenile and family law cases.

### **THE MOST QUALIFIED APPLICANTS WILL HAVE FOUR OR MORE OF THE FOLLOWING DESIRED SKILLS:**

- **A Strategic Thinker.** You're a strong conceptual thinker who can easily grasp and navigate a range of concepts, relate them to one another, and translate those concepts into strategies and practical actions.
- **An Effective Collaborator.** You have worked with diverse groups and on dispersed teams, and you can operate in complex situations. You can quickly engage and gain trust from colleagues and are known for being supportive.
- **A Flexible Worker.** You are not afraid to step outside your job description or comfort zone to help the team reach its goals. You are comfortable with shifting schedules and don't expect every day to go "as planned." You are happy to challenge someone's assumptions and to have your assumptions challenged in return.

- **A Convener.** You recognize that a well-prepared and supported community can achieve far more than a single, highly talented individual. You can bring together community leaders and facilitate conversations to identify the ways to build capacity and a community that is both nurturing and generative. You enjoy removing barriers to our partners coming together, and you can mediate complex conflicts in the child welfare landscape.
- **Resourceful & Adaptable.** You're at ease with ambiguity and rapid change. You possess a positive, can-do attitude, and are adept at identifying creative solutions to obstacles. You can juggle many important responsibilities at once and you are rigorous about prioritizing.
- **An Exceptional Communicator.** You can manage challenging conversations and ask difficult questions professionally and respectfully with co-workers, stakeholders, community members, public officials, and other business partners. You have excellent writing skills and an ability to independently create original public content and deliver verbal presentations in multiple settings.

**The State Director's role includes the following Areas of Responsibility, Evaluation, and Essential Functions:**

- **Network & Organizational Leadership & Management:** Recommend timelines and resources needed to achieve strategic goals; ensure OCN compliance with established policies, procedures, and NCASAA (National CASA Association) standards; oversee network processes and activities such as quality assurance (QA) assessments, new director orientation, DEIJ strategies, state and regional training opportunities; convening periodic membership meetings, identify resources and coordinate opportunities for board members and volunteers; participating in OCN committees; oversee OCN staff (approximately 2.5 FTE), interns and volunteers.
- **Network Support & Public Relations:** Support the identification and implementation of statewide strategies to serve all children; be available for technical assistance and crisis management for local programs; meet with local program directors, staff, and boards (both remote and in-person); establish and cultivate partnerships with key stakeholders; and serve on statewide boards to address policy issues impacting children in foster care and raise awareness about CASA.
- **Financial and Resource Development:** Manage local program pass-through funds (state and private) by creating and overseeing all pass-through grant applications, forms and reports necessary to demonstrate transparent, impactful use of all funds and compliance with state laws; review all local program financial reports for accuracy before they are submitted to funders; oversee relationships with bookkeeper/CPA; build and ensure adherence to the annual budget; develop and execute fundraising plan; grant management.
- **Legislative:** Work closely with the network lobbyist to further the best interest of the CASA network; coordinate the development of the CASA focus and goals for each legislative session; serve as the state contact for legislative members; and coordinate

CASA participation in state- level policymaking coalitions, workgroups, and other activities.

- **Marketing & Communications:** Coordinate and manage the creation and distribution of marketing and PR opportunities for local programs. Work with the network to identify opportunities and strategies for statewide presence and recognition for CASA in Oregon. Serve as the media contact for statewide concerns. Communicate with local programs regularly and keep key stakeholders apprised of agency directives and activities.
- **Board Liaison:** Attend all board and committee meetings; confirm implementation of all board directives, policies, and procedures; and keep the board apprised of agency and local program operations, changes, and problems.

#### **SCHEDULE:**

- Monday to Friday
- Occasional after-hours, early morning, or weekend meetings

#### **WORK LOCATION:**

Fully Remote. **Employee must live in Oregon and within driving distance of Salem to participate in state-level meetings.** This position requires access to a home-based office and regular (up to 20%) statewide travel within Oregon.

#### **ABOUT OCN:**

Learn about OCN by visiting our website: <https://oregoncasanetwork.org/about-us/>

#### **TO APPLY:**

Please email your resume and a cover letter that explains why you are interested in this position and how you meet the: REQUIRED KNOWLEDGE, SKILLS & EXPERIENCE and the DESIRED SKILLS for this position.

Candidates who most closely match the desired skills section above will be invited to interview.

**Please email your resume and cover letter to: [ocn.directorrecruitment@gmail.com](mailto:ocn.directorrecruitment@gmail.com)  
All materials must be received by 5:00 p.m. on Saturday, January 18, 2025.**

**The Board anticipates conducting at least two rounds of interviews and making a job offer before the end of March 2025. Our goal is for the new State Director to start no later than June 1, 2025.**

If selected as a finalist, we will conduct a criminal history and background check. Adverse criminal history or background check may lead to disqualification.

**Benefits:**

- Paid time off
  - 13 holidays
  - Accrual of vacation time
  - Accrual of sick time
- Retirement plan that includes up to 5% employer match
- Monthly Health Insurance Stipend
- Monthly Internet/Cell Phone Stipend

*OCN is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, age, national origin, disability gender, age, sexual orientation, marital or veteran status, genetic information, gender identity / transgender status, victim of crime status, or any other protected characteristic as established by applicable law.*