

Nevada CASA Association Executive Director Job Description

Full Time Executive Director Position

Salary Range: \$70,000-\$85,000

Cover letter and resume due Feb. 29th, 2024

For more information, contact:

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The Executive Director of Nevada CASA is responsible for the routine operation and ongoing development of the Nevada CASA Association. The State Executive Director is expected to keep the Board of Directors informed of any concerns or issues that affect the organization and is responsible for the sound fiscal and programmatic management of the organization. The Executive Director receives guidance and direction from the Nevada CASA Board of Directors and works collaboratively with local CASA programs.

A. CASA Support and Infrastructure

1. Engage the local CASA programs to assess needs and gain an understanding of how NV CASA can best provide support and system improvements.
2. Provide technical support and resource development to local CASA programs and developing programs.
3. Create opportunities for sharing of information to local CASA programs, developing programs, and non-profits.
4. Engage local programs and CASA advocates in legislation, policy, trends in child welfare, court improvement, and court decisions that impact the work of CASA programs.
5. Increase awareness of CASA's role and the needs of children in care by providing information to targeted groups and to the public.
6. Increase the reach of CASA programs to additional counties within the State.

B. Financial Management and Fundraising

1. Independently and continually secure funding and resources to operate, maintain, and grow NV CASA and support the local CASA programs.
2. Provide project management and oversight of the grants and resources necessary to operate all aspects of the organization, supervising all contracts and employees.
3. Examine, develop, and implement sustainability plans, contributing to resource development.
4. Ensure that organizational practices comply with federal and state regulation, including Uniform Administrative Requirements, Cost Principles and Audit Requirements for federal awards.
5. Work with the Board and treasurer to develop an operating budget.
6. Monitor program costs and maintain expenditures to stay within that budget.
7. In conjunction with the Treasurer, oversee the management of financial records, bookkeeping, audit, and banking responsibilities.
8. Research and prepare grant proposals and other funding applications.
9. Develop and maintain a donor tracking system.

C. State and National Representation

1. Serve as the liaison between National CASA/GAL and local CASA programs.
2. Cultivate and maintain relationships with state agencies, legislators, and private organizations that advance NV CASA's mission.
3. Represent NV CASA on statewide committees and at the Legislature.
4. Ensure NV CASA is following National CASA standards.

D. Board and Organization Support

1. Work with the Board of Directors to develop, implement and evaluate progress toward a long-range strategic plan and annual work plans for the organization.
2. Support and train the Board of Directors in carrying out their responsibilities.
3. Provide leadership in recruiting appropriate new board members and provide initial training.
4. Coordinate and prepare materials for monthly board meetings.
5. Create, maintain, and update marketing materials.
6. Manage website and social media resources to raise awareness of the CASA mission.

Additional Knowledge, Skills and Abilities:

A. Communication Skills

1. Able to reach multiple audiences and diverse groups and individuals with clear, concise and accurate information.
2. Able to problem solve and manage conflict.

B. Leadership Skills

1. Able to formulate priorities, offer a vision, and confidently be the face of Nevada CASA.
2. Represent all local CASA and non-profit programs equally and professionally.
3. Experience leading a non-profit and working with a board of directors.
4. Able to develop highly effective relationships.

C. Professional Skills

1. Able to multi-task with attention to administrative detail.
2. Proven success writing grant applications and experience managing those funds.
3. Able to accept direction, and initiate and sustain work efforts without close supervision.
4. Willingness to periodically travel to visit local CASA programs and staff throughout the state.

The Executive Director Job Description will be reviewed annually and updated, as needed, in conjunction with an annual performance evaluation. This position is contingent on securing adequate funding.

Selected candidate will be required to pass pre-employment background check.

The Nevada CASA Association is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, gender, sexual orientation, disability, age, or religion.