



## **Court Appointed Special Advocates of San Benito County**

### **Executive Director**

#### **General Description:**

Serves as the Executive Director for Court Appointed Special of San Benito County. The Executive Director is responsible for the organization's successful program and operation, and is accountable for developing and building strong community relations.

#### **Qualifications:**

A Bachelor's degree with a track record of effective leadership or determined equivalent through a combination of education and experience in business, finance, and operational oversight is required. An Advanced degree is desirable.

#### **Skills and Experience:**

- Minimum five years' experience managing comparable organizations.
- Minimum five years' experience in strategic leadership, planning and implementation; marketing; fund and program development; and senior organizational level. Ability to effectively manage and prioritize multiple projects.
- Excellent written and oral communication skills.
- Proficient with organizational systems.
- Demonstrated ability to be flexible and versatile in a changing work environment while maintaining effectiveness and efficiency.

**Accountability:** Reports to the Board of Directors.

#### **Responsibilities/Duties:**

The Executive Director is responsible for overseeing the management of the agency as defined by Rule 5.665 of the California Rules of Court and all other aspects of agency operations, including planning, resource development, staff and volunteer management and development, policy and procedures development, liaison with the Juvenile Court and the CASA Board and Committees, community agencies, and funding sources. The Executive Director adheres to the vision and mission of the organization, oversees program goals and objectives, and interprets current applicable laws, policies, guidelines and procedures.

#### **Leadership:**

1. Assure the organization has a vision and strategic plan that achieves its mission and makes consistent and timely progress.

2. Identify, assess and inform the Board of Directors of internal and external issues that affect the organization.
3. Act as a professional advisor to the Board of Directors on all aspects of the organization's activities.
4. Provide leadership in developing program, organizational and financial plans with staff and/or Board, and carry out plans and policies authorized by the Board.
5. Establish and maintain positive working relationships with others, both internally and externally to achieve the organization's goals.
6. Represent the organization at community activities to enhance the organization's community profile.
7. Clearly communicate to staff activities of the organization, its programs, and goals.
8. Establish sound working relationships and cooperative arrangements with community groups and organizations.
9. Represent in positive manner programs and concepts of the organization to other organizations and the general public.
10. Ensure maintenance of official records and documents and compliance with federal, state, and local regulations.
11. Maintain a working knowledge of significant developments and trends in the CASA realm.

#### **Operational Planning and Management:**

1. Develop an operational plan that incorporates goals and objectives that work towards the organization's strategic plan. Assure regular review and updates of this plan.
2. Oversee the planning, implementation, and evaluation of the organization's programs and services.
3. Monitor and ensure that the organization's programs and services contribute to the organization's mission and reflect the Board's priorities.
4. Develop new and unique ways to improve operations of the organization and to create new opportunities.

#### **Financial Planning and Management:**

1. Work with Treasurer in preparing a comprehensive budget.
2. Research funding sources, develop grants and fundraising plans, and write funding proposals to increase the organization's funds.
3. According to the approved budget, administer the organization's funds, approve expenditures within the authority delegated by the Board, and monitor the organization's monthly cash flow.
4. Ensure that adequate funds are available to permit the organization to carry out its work.
5. Provide the Treasurer and Board of Directors with comprehensive, regular reports on the revenue and expenditures of the organization.
6. Ultimately responsible for developing and maintaining sound accounting and financial practices.
7. Participate in fundraising activities as appropriate.

### **Human Resources:**

1. Responsible for the recruitment, employment, retention, and release of all personnel, both paid and volunteers.
2. Oversee implementation of human resources policies, procedures, and practices, including developing job descriptions for all staff.
3. Establish a positive, healthy, and safe work environment per all appropriate legislation and regulations.
4. Encourage staff and volunteer development and education and assist staff in relating their specialized work to the organization's total program and its mission.
5. Maintain a climate that attracts, keeps, and motivates a diverse staff and volunteer team of top quality individuals.
6. As appropriate, recruit, interview, and select staff with proper technical and personal abilities to further the organization's mission.
7. As appropriate, coach and mentor staff to improve performance, discipline staff as necessary using proper techniques, release staff when necessary using appropriate and legally defensible procedures.

### **Risk Management:**

1. Identify and evaluate potential risks to the organization's staff, advocates, property, finances, goodwill, and community image; implements measures to control risk.
2. Ensure that the Board of Directors and organization carry appropriate and adequate insurance coverage.
3. Ensure that the Board and appropriate staff understand the terms, conditions, and limitations of the insurance coverage.

### **Miscellaneous:**

1. Speak, listen, and write clearly, thoroughly, and timely, using appropriate and effective communication tools and techniques.
2. Understand ethical behavior and business practices, and ensure that own behavior and others' behavior are consistent with these standards and align with the values of the organization.
3. Follow safe work practices.

### **Essential Functions of the Job:**

- Able to sit, stand and walk
- Able to sit for long periods, able to lift and carry up to 30 pounds
- Ability to operate a computer, including input devices for up to 8 hours a day
- Requires mandatory background screening and fingerprint identification of FBI, DOJ and CACI with favorable results
- Requires valid CA driver's license and reliable transportation