



Phone 831.637.4992

440 San Benito St., Hollister, CA 95023

www.casasanbenito.org

Court Appointed Special Advocates of San Benito County

Position: Executive Director

Application Deadline: Until Filled

Date Posted: 4/24/23

Contact: John Schilling, jschilling@sbcoe.org

Salary: \$92,500

Length of Work Year/Employment Type: 12-month, Full-time

At San Benito County CASA, you will find meaningful work that fills your heart with purpose. As director, you will be leading a dedicated team making life-changing differences in the lives of the most vulnerable children in our community.

CASA of San Benito County serves as a voice to advocate for foster children—those who are abused, neglected, or abandoned and living under the protection of the county. Our mission is to recruit, screen, and train community volunteers to serve as advocates for children involved in dependency proceedings. This advocacy provides each child with a consistent, caring adult during a critical and often traumatic time in their lives. CASA leadership supports and closely monitors volunteer advocacy throughout each assignment. Our goal is to protect and ensure every child's right to a safe and permanent home.

General Position Description

The Executive Director leads Court Appointed Special Advocates of San Benito County and is responsible for the organization's overall success in both program implementation and operations. This role is accountable for developing and maintaining strong community relationships and effectively implementing the CASA San Benito Strategic Plan. The Executive Director works closely with donors, staff, the Dependency Court, community partners, foster children, volunteers, and the Board of Directors.

Qualifications

- Bachelor's degree required, with demonstrated leadership experience or an equivalent combination of education and experience in business, finance, and operational oversight
- Advanced degree preferred

Skills and Experience

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- Minimum of five years of experience managing comparable organizations
- Minimum of five years of experience in strategic leadership, planning and implementation, marketing, fundraising, and program development at a senior organizational level
- Demonstrated ability to manage and prioritize multiple projects effectively
- Excellent written and oral communication skills
- Proficiency with organizational systems and technology
- Ability to remain flexible and adaptable in a changing work environment while maintaining effectiveness and efficiency

Accountability

Reports to the Board of Directors

Responsibilities and Duties

The Executive Director oversees agency management as defined by Rule 5.665 of the California Rules of Court and all other aspects of operations, including planning, resource development, staff and volunteer management, policy development, and collaboration with the Juvenile Court, CASA Board and committees, community agencies, and funding partners. The Executive Director ensures alignment with the organization's mission, goals, and applicable laws, policies, and procedures.

Leadership

- Ensure the organization maintains a clear vision and strategic plan with measurable progress
- Identify and communicate internal and external issues affecting the organization to the Board
- Serve as a professional advisor to the Board of Directors
- Lead development and implementation of programmatic, organizational, and financial plans
- Build and maintain strong internal and external relationships
- Represent the organization at community events to enhance visibility and impact
- Communicate organizational goals, programs, and progress clearly to staff
- Establish partnerships with community groups and organizations
- Maintain compliance with all applicable regulations and ensure proper recordkeeping
- Stay informed on trends and developments within the CASA field

Operational Planning and Management

- Develop and maintain an operational plan aligned with the strategic plan

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- Oversee planning, implementation, and evaluation of programs and services
- Ensure programs align with the organization's mission and Board priorities
- Identify and implement innovative approaches to improve operations and expand opportunities

Financial Planning and Management

- Collaborate with the Treasurer to develop a comprehensive budget
- Identify funding sources and lead grant writing and fundraising efforts
- Administer organizational funds in accordance with the approved budget
- Monitor monthly cash flow and ensure financial stability
- Provide regular financial reports to the Treasurer and Board
- Develop and maintain sound financial and accounting practices
- Participate in fundraising activities as appropriate

Human Resources

- Oversee recruitment, hiring, retention, and separation of staff and volunteers
- Implement and maintain human resources policies and procedures
- Develop and maintain job descriptions for all staff
- Foster a positive, safe, and legally compliant work environment
- Support staff and volunteer development and professional growth
- Build and sustain a diverse, high-performing team
- Coach, mentor, and evaluate staff performance, including disciplinary actions when necessary

Risk Management

- Identify and mitigate risks related to personnel, finances, property, and organizational reputation
- Ensure appropriate insurance coverage is maintained
- Ensure Board and staff understand insurance policies and limitations

Miscellaneous

- Communicate clearly and effectively in all forms
- Model and uphold ethical behavior and sound business practices
- Ensure alignment with organizational values
- Follow all safe work practices

Essential Functions of the Job

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- Ability to sit, stand, and walk for extended periods
- Ability to sit for long periods and lift/carry up to 30 pounds
- Ability to operate a computer and related devices for up to 8 hours per day
- Successful completion of background screening, including FBI, DOJ, and CACI clearance
- Valid California driver's license and reliable transportation required

Please contact:

Ariana Sandoval at (831) 637-4992

ariana@casasanbenito.org

Revised: 6/12/26