

CASA FOUNDATION

JOB DESCRIPTION – EXECUTIVE DIRECTOR

The Executive Director is the key management leader of The CASA Foundation. The Executive Director is responsible for overseeing the administration, programs and strategic plan of the organization. Other key duties include fundraising, marketing, event planning / management, and community outreach. The position reports directly to the Board of Trustees and will be rated by the Board on an ongoing basis. At the discretion of the Board bonuses may be paid for superior achievement of performance benchmarks and milestones.

GENERAL RESPONSIBILITIES:

- Board Liaison and organizational Governance: Works with board in order to successfully fulfill the mission of the CASA Foundation.
- Responsible for leading The CASA Foundation in a manner that supports and guides the organization's mission as defined by the Board of Trustees.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

2) Financial Performance and Viability: Develops, grooms, and manages resources sufficient to ensure the financial health of the organization.

- Responsible for the fiscal integrity of The CASA Foundation, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Responsible for fundraising and developing other resources necessary to support The CASA Foundation's mission both administratively and programmatically.

3) Organization Mission and Strategy: Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.

- Responsible for implementation of The CASA Foundation's programs that carry out the organization's mission.
- Responsible for strategic planning to ensure that The CASA Foundation can successfully fulfill its Mission into the future.
- Responsible for the enhancement of The CASA Foundation's image by being active and visible in the community and by working closely with other professional, civic and private organizations.

4) Organization Operations. Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate. Responsible effective administration of The CASA Foundation operations.

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- Responsible for the successful planning, organization, and operation of all CASA Foundation events, to include scheduling, volunteer recruitment, event committee direction, budgeting, and recognition / follow-up.
- Responsible for participating in the process of hiring and the retention of competent, qualified staff.
- Responsible for fostering a supportive relationship and coordinating efforts with the Clark County CASA program, the Nevada State CASA organization, and National CASA.

COMPETENCIES:

To perform the job successfully, an individual should clearly and consistently demonstrate the following competencies:

Intellectual

- Analytical – Collects, analyzes, and researches data; Uses judgment and experience to complement data; Demonstrates a high level of attention to detail.
- Problem Solving – Proactively identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- Technical Skills – Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Interpersonal

- Leadership – This is first and foremost a leadership role. Possesses the ability to weigh facts and possible courses of action in order to make sound decisions.
- Customer Service – Manages difficult or emotional stakeholder situations; Responds promptly to stakeholder needs; Solicits feedback to improve service; Responds to requests for service and assistance;
- Meets commitments.
- Interpersonal Skills – Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things. Ability to work with difficult personality types and remain focused on the objectives, not the personalities.
- Oral Communication – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- Written Communication – Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

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- Teamwork – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- Delegation – Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.
- Quality Management – Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Organization

- Ethics – Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support – Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.
- Business Acumen – Understands business implications of decisions; Demonstrates knowledge of market; Aligns work with strategic goals.
- Cost Consciousness – Works within approved budget; Conserves organizational resources.
- Strategic Thinking – Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.

Self-Management

- Judgment – Displays willingness to make decisions based on the best interests of the CASA Foundation; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Motivation – Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence.
- Planning/Organizing – Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Develops realistic action plans.
- Professionalism – Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Quality – Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- Quantity – Meets productivity standards; Completes work in timely manner; Strives to increase productivity.

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- Safety and Security – Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
- Adaptability – Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- Attendance/Punctuality – Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability – Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- Initiative – Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Asks for and offers help when needed.
- Innovation – Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work.

PROFESSIONAL QUALIFICATIONS:

- A bachelor's degree (preferred, although an equivalent combination of education and relevant experience may be accepted in lieu of a degree).
- Transparent and high integrity leadership
- Five or more years senior nonprofit management experience
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Ability to convey a vision of The CASA Foundation's strategic future to staff, board, volunteers and donors
- Experience in all phases of non-profit event management, from planning and venue selection through volunteer committee recruitment / supervision, and vendor management to completion, recognition, and evaluation. Experience with annual events preferred.
- Knowledge of fundraising strategies and donor relations unique to nonprofit sector
- Skills to collaborate with and motivate board members and other volunteers
- Strong written and oral communication skills
- Ability to interface with and engage diverse volunteer and donor groups
- Demonstrated ability to oversee and collaborate with staff

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- Strong public speaking ability
- Strong Social Media skills
- Familiarity with CASA Program / Foster Care System

JOB RESPONSIBILITIES:

1. Planning and operation of annual budget.
2. Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.
3. Serving as The CASA Foundation's primary spokesperson to the organization's constituents, the media and the general public.
4. Establish and maintain relationships with various organizations throughout the state and utilize those relationships to strategically enhance The CASA Foundation's Mission.
5. Report to and work closely with the Board of Trustees to seek their involvement in policy decisions, fundraising, Foundation events, and to increase the overall positive visibility of the Foundation throughout the State.
6. Supervise, collaborate with organization staff and volunteers.
7. Strategic planning and implementation.
8. Oversee organization of meetings: Board and committee meetings.
9. Oversee marketing and other communications efforts.
10. Review and approve contracts for services.
11. Other duties as may be assigned by the Board of Trustees.
12. Plan, assist and supervise CASA Foundation Event Committees and Volunteer Event Teams for both *ad hoc* and annual events.

Salary: Commensurate with experience and other qualifications. Quality benefits package includes health, PTO, and excellent quality-of-life benefits. Selected candidate will be required to pass pre-employment background check and drug screening.

The application can be found at: www.casafoundationlv.org

Email application, with cover letter and resume with 3 professional references to:

Vcampbell702@gmail.com

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CASA Foundation of Las Vegas is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national original, gender, sexual orientation, disability, age, or religion.