

## Executive Director

CASA Fresno & Madera Counties

Fresno, California



**CASA**

Court Appointed Special Advocates

**FOR CHILDREN**

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### FRESNO AND MADERA COUNTIES

#### Reports To

Board of Directors

#### Organization Profile

Located in Fresno, California, Court Appointed Special Advocates (CASA) of Fresno and Madera Counties is a non-profit organization whose **Mission** is to train volunteers as Court Appointed Special Advocates to be a guiding voice empowering vulnerable children and youth in foster care to reach their full potential in life.

Since inception in 1996, CASA of Fresno and Madera Counties has served foster youth throughout the region with the original goal in mind: to be a voice for the community's most at-risk children. This has been tirelessly executed with the help of dedicated men and women, from advocates to social workers, attorneys, foster parents, therapists, doctors, teachers, and the myriads of other individuals responsible for the care of our foster youth.

Today, with an operating budget of \$1.9 million, CASA of Fresno and Madera Counties employs 20-25 full-time employees and is supporting and equipping more than 250 volunteer advocates as they annually serve more than 300 of the 3,000 abused and neglected children in Fresno and Madera Counties' foster care system.



## Position Summary

The Executive Director is responsible for all aspects of the CASA operations including development and implementation of the strategic goals and objectives of the organization. The Executive Director works closely with the Board of Directors and provides direction and leadership toward the achievement of the organization's mission, strategy, annual goals and financial objectives.

## Specific Responsibilities

### Administration

- Assures the organization has a long-range strategic plan with goals and objectives to achieve the mission of the organization and a plan to measure and monitor timely progress.
- Provides leadership in developing programs, organizational and financial plans with the Board of Directors and staff and carrying out plans and policies authorized by the board.
- Ensures that the organization's official records and documents are maintained and that the organization is in compliance with federal, state and local regulations.
- Effectively oversees the human resources of the organization according to authorized personnel policies and procedures that fully conform to current laws and regulations.
- Holds staff meetings and provides vision, leadership, and support to the CASA staff.

- Attends all Board and Committee meetings as an ex-officio member.
- Performs other duties as assigned.

**Program Accountability**

- Ensures compliance of National CASA standards and California Rules of Court 5.655 and local rules of court.
- Assures that the CASA programs adhere to any requirement set forth through contractual agreement or with granting agencies.
- Monitors progress and tracks relevant data to be reported to the CASA Board of Directors on a regular basis.

**Volunteer Management**

- Coordinates volunteer recruitment activities with staff and Board of Directors.
- Ensures screening procedures are completed and that training materials are up to date in consultation with the training staff.
- Monitors volunteer and child caseload procedures.
- Oversees training classes and in-services.

**Fiscal Management**

- Oversees the financial system for the organization according to Generally Accepted Accounting Principles. Assures that an audit is completed annually for the organization.
- Responsible for developing an annual budget for the organization and proposing it to the Board of Directors for approval.
- Monitors monthly program cost and keeps expenditures with the approved budget.

**Fundraising and Resource Development**

- Directs fund development planning and implementation, including identifying resource requirements, researching funding sources, establishing strategies to approach funders and submitting proposals.
- Coordinates writing grants to support programs of the CASA organization.
- Assists with all fundraising activities, projects and special events as directed by the Board.

**Public Relations**

- Seeks opportunities for outreach to the community, including community and service organization in order to publicize CASA, its mission and the success CASA has had with foster youth.
- Establishes sound working relationships and cooperative arrangements with community groups, organizations, the Dependency Court, Department of Social Services and other agencies within the social service and child dependency system.
- Produces literature and program materials promoting CASA and makes these available for distribution.
- Coordinates a public relations plan with the CASA Board of Directors.

## Qualifications

Qualities and experiences that ideal candidates should display include:

- Bachelor's degree from an accredited college or university.
- Five years of successful experience in leadership and management practice.
- Innovative, forward-thinking leader with exceptional interpersonal skills, a genuine and compelling enthusiasm for CASA and its mission.
- Strong observation, analytical and listening skills.
- Results-oriented with the ability to think strategically, generate new ideas, plan, and implement goals and objectives.
- Deep commitment to high ethical standards and confidentiality.
- Demonstrate a high degree of professionalism and integrity.
- Ability to supervise, train, and motivate others to achieve the goals of the organization.
- Able to delegate and develop staff to execute in their area of responsibility.
- Possess strong communication skills and work effectively with the Board of Directors, staff, volunteers and community partners.
- Ability to speak credibly and persuasively about CASA's vision for the future.
- Ability to create, compose and edit written material.
- Ability to organize, set priorities, take initiative and exercise sound, independent judgment within areas of responsibility.
- Able to adapt to a changing environment
- Ability to respond to and manage a crisis with a calm, mindful and respectful approach.
- Capacity to read, absorb and interpret legal and procedural information.
- Good knowledge of technology systems and software to meet the needs of the organization.
- Ability to carry out assigned duties and responsibilities in an ethical manner and follow organizational policies.



**Paschal • Murray**

EXECUTIVE SEARCH

[www.paschalmurray.com](http://www.paschalmurray.com)

**Preferred**

Preference will be given to candidates that also display one or more of the following:

- Advanced Academic Degree.
- Non-profit leadership experience.
- Experience with child protection, education administration, legal, child welfare, youth oriented or social service organizations.
- Volunteer Board Leadership.

**Memorandum**

The salary and benefits are competitive and commensurate with experience and qualifications. Paschal•Murray supports the commitment of our client in encouraging applicants from diverse backgrounds and cultures. As a condition of employment, our client reserves the right to conduct background verification including academic, work, driving, credit, and criminal histories.

This position announcement is not intended to be an exhaustive list of all responsibilities and requirements. It is presented as a fair reflection of the principal job elements.

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Nominations and applications are welcome. Please send résumé and letter of application as separate documents attached to an e-mail message to:

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