



JOB DESCRIPTION – EXECUTIVE DIRECTOR

REPORTS TO: Board of Directors
SUPERVISES: Program Directors, Business Manager, Development Director and Operations and Retention Coordinator

FTE AND BENEFITS

- Current FTE: 1.0 (40 hours/week)
- PTO (paid time off); paid holiday observances;
- Stipends (phone, in lieu of healthcare), life insurance and simple IRA retirement benefits
- This position is salaried and exempt, i.e. not subject to state and federal wage and overtime requirements

THE POSITION

The Executive Director is responsible for providing visionary, effective and engaging leadership to achieve the strategic and financial goals of the organization. The Executive Director maintains the overall operational and fiscal integrity of the organization within the policies, budget and goals set with the Board of Directors.

POSITION RESPONSIBILITIES

Organizational Development & Management

- ❖ Development, implementation and achievement of strategic plan
- ❖ Integration of agency-wide diverse, equitable and inclusive representation and practices
- ❖ Understand the juvenile dependency court and child welfare systems and provide representation with those
- ❖ Represent the organization at the community, county, state and national levels
- ❖ Engage in legislative advocacy in coordination with other Oregon CASA programs
- ❖ Track trends impacting systems and organization
- ❖ Work with a sense of urgency and passion for the mission
- ❖ Foster a culture of continuous improvement to ensure efficiency and effectiveness of internal systems
- ❖ Oversee program management
- ❖ Budget development, review and adherence
- ❖ Diversify funding streams
- ❖ Oversee fundraising plans and activities
- ❖ Steward and cultivate donors
- ❖ Oversee grant writing
- ❖ Ensure integrity and transparency of fiscal stewardship

- ❖ Ensure filing of annual fiscal audit, payroll taxes and 990
- ❖ Actively contribute to mission related initiatives, workgroups and committees
- ❖ Set and achieve annual agency goals with management team and Board of Directors
- ❖ Ensure compliance with National CASA standards, MOUs, contracts, policies, procedures and grant requirements
- ❖ Oversee data management and reporting
- ❖ Crisis management and communications

Personnel Management

- ❖ Hire, train, evaluate and support staff
- ❖ Maintain personnel records, policies and procedures
- ❖ Evaluate and set staff salary levels and benefits
- ❖ Develop and implement annual staff evaluation and continuous improvement protocols
- ❖ Ensure effective organizational communication
- ❖ Uphold and promote organizational values

Other Duties

- ❖ Complete additional actions, tasks or functions necessary to ensure the integrity, professionalism and fiscal integrity of CASA of Lane County
- ❖ Provide and assign support for Board of Directors meetings and committees
- ❖ Carry out other duties as assigned by the Board of Directors

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