



## Executive Director Job Description

### **SUMMARY:**

The Executive Director is ultimately responsible for the overall management of the organization and all aspects of the organization's operations. This primarily involves the supervision and coordination of a volunteer service program which provides Court Appointed Special Advocates to abused and neglected children in Lewis & Clark and Broadwater Counties. Key responsibilities include, but are not restricted to: resource development including recruiting and retaining volunteers, organization and program planning, community and public relations, personnel management, organization liaison to the Board of Directors, and fiscal management, including fundraising.

### **RESOURCE DEVELOPMENT AND MAINTENANCE:**

1. Research and prepare grant proposals and other funding applications, create a plan to ensure complete and timely submittals.
2. Develop and maintain a donor base for both monetary and non-monetary resources.
3. Develop and maintain a donor tracking system.
4. Work with Board on any fundraising events or activities.
5. Develop and maintain a volunteer recruiting, training and retention plan, including Americorp VISTAS.

### **ORGANIZATION AND PROGRAM PLANNING:**

#### **SHORT-TERM**

1. Meet regularly with program staff to determine and discuss plans involving volunteers, (recruitment, training, screening, and supervision), stakeholder interactions, organization operations and issues that may arise. Work with staff to stay informed of all relevant activities of the organization and ensure annual goals are being met.
2. Ensure all necessary forms are filed with the appropriate organization for all necessary permits, memberships, licenses, etc.
3. Prepare quarterly program reports.
4. Keep stakeholders, including 1<sup>st</sup> Judicial District Court representatives and DPHHS Child & Family Services, apprised of organization directives and activities.
5. Oversee organization and program compliance with established policies and procedures.

#### **LONG-TERM**

1. Develop and initiate a time-oriented strategic plan to establish organization goals to include fundraising, grant funding and volunteers.
2. Review program/organization progress and compare to the strategic plan.
3. Ensure organization compliance with National and State CASA standards.
4. Attend and work with National and State CASA programs through conferences and meetings.

## **COMMUNITY AND PUBLIC RELATIONS:**

1. Coordinate public relations with the purpose of recruiting volunteers and increasing public awareness of the CASA program and its goals and activities.
2. Develop and maintain relationships with all appropriate stakeholders, including (but not limited to):
  - Montana 1<sup>st</sup> Judicial District Court
  - Montana Department of Public Health and Human Services Child & Family Services Division (primarily local CPS supervisors and regional administrators)
  - Office of the Public Defender
3. Oversee release of press packets and news releases, and follow-up of any media coverage when applicable.
4. Approve all written public relations material printed by the organization.
5. Be available for public speaking engagements.

## **PERSONNEL MANAGEMENT:**

1. Hire and supervise administrative and management staff.
2. Write and revise, as necessary, the job descriptions for all staff (except Executive Director) within the organization.
3. Prepare yearly performance evaluations (oral and written) for all administrative and management staff.
4. Staff development.

## **BOARD OF DIRECTORS LIAISON:**

1. Attend all regularly scheduled Board meetings and provide “state of the organization” updates verbally and through the use of written reports. These updates will include information related to staff schedules, grant/fundraising progress, volunteer/caseload details and current financial status of the organization.
2. Oversee implementation of all Board directives, policies, and procedures.
3. Keep Board apprised of organization operations, changes, and problems in a timely manner.
4. Monitor Board/Committee activities, attend Committee meetings and out-of-cycle Board meetings, as requested.

## **FISCAL MANAGEMENT:**

1. Manage day-to-day fiscal operations including, but not limited to, payroll, time reporting and grant/fundraiser tracking.
2. Submit monthly and quarterly financial reports to grantors (as required).
3. Review and approve all monthly and quarterly reports and documentation to substantiate those reports.
4. Submit bills and expenditures to the appropriate staff/board member(s) for authorization, reimbursement and accounting.
5. Assist in developing and implementing organization annual budget.