



Montana CASA/GAL Association Executive Director Job Description

Full Time Executive Director Position

Competitive salary starting at \$50,000 DOE, benefits negotiable

Cover letter and resume due March 25, 2019

Position open until filled

Contact for more information:

<https://www.montanacasagal.org>

Jennifer Boyer, MT CASA/GAL Board

406-539-3006

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This position, along with the Montana CASA/GAL Board of Directors, is responsible for developing and managing the CASA/GAL state organization. The Executive Director receives direction and guidance from the Montana CASA/GAL Board of Directors and works collaboratively with local CASA/GAL programs.

A. Core Services

1. Provide technical support and resource development to local CASA/GAL programs.
2. Create opportunities for sharing of information for local CASA/GAL program staff.
3. Disseminate information to local CASA/GAL programs regarding legislation; policy; and trends in child welfare, court improvement, and court decisions that impact the work of CASA/GAL programs.
4. Increase awareness of CASA work and the needs of children who are abused and neglected by providing information to targeted groups and the public.

B. Financial Management & Fund Development

1. Work with the Board and Treasurer to develop operating budget.
2. Work with board committee to develop, implement fundraising plan to ensure adequate, diversified funds are secured to support the organization.
3. In conjunction with the Board Treasurer, oversee the management of financial records, bookkeeping and banking responsibilities.

C. State and National Representation

1. Serve as liaison between National CASA/GAL and local CASA/GAL programs.
2. Cultivate and maintain relationships with state agencies and private organizations to advance Montana CASA/GAL's mission.
3. Represent Montana CASA/GAL on statewide committees, and the legislature.

D. Board and Organization Support

1. Work with the Board of Directors to develop, implement and evaluate progress toward a long-range strategic plan and annual work plans for the statewide organization.
2. Support the Board of Directors in carrying out their responsibilities and administrative needs.
3. Ensure Montana CASA/GAL is following National CASA standards.

Additional Knowledge, Skills and Abilities:

1. Communication skills
 - a. Able to reach multiple audiences, and diverse groups and individuals with clear, concise and accurate information.
 - b. Able to problem-solve and manage conflict.
2. Strong leadership skills
 - a. Able to formulate priorities, offer a vision, and comfortably and confidently be the face of CASA/GAL.
 - b. Represents all local CASA/GAL programs equally and professionally.
 - c. Able to develop highly effective relationships.
3. Professional skills
 - a. Multi-task with attention to administrative detail and managing an office.
 - b. Proven success writing grant applications.
 - c. Able to accept direction, and initiate and sustain work efforts without close supervision.
 - d. Willingness to drive by car periodically to perform business away from home for several consecutive days.