

**Bitterroot CASA is looking for an Executive Director.**

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 Ravalli County. Key responsibilities include, but not restricted to:

- 1) Resource development and maintenance*
- 2) Organization and program planning,*
- 3) Community and public relations*
- 4) Volunteer management,*
- 5) Organization liaison to the Board of Directors,*
- 6) Fiscal management.*

**The CASA Executive Director should have the following skills and experience:**

- Bachelor's degree in social-service related field or equivalent combination of education and experience.
- Demonstrated professional experience in non-profit, public administration, or social service fields.
- The ability to communicate with, supervise and empower volunteers to be effective in their roles.
- The ability to effectively coordinate services with the court and other community agencies.
- Commitment to CASA/GAL's mission, goals and standards.
- Computer literacy with proficiency and working knowledge of Microsoft Office, Adobe, Zoom, and have the ability to use various digital databases, reporting tools, maintain website, financial recordkeeping, and social media platforms.
- Grant writing and fundraising experience.

**Benefits:**

Salary DOE \$54,000-\$58,000

- A motivated and committed Board of Directors
- A coalition of Local CASA Programs in Montana
- All Federal holidays
- 2 weeks of PTO (vacation and sickness absence)
- Personal Day
- Stipend for health insurance
- Stipend for retirement or a simple IRA ( 2+% of salary)
- Flexible hours (hybrid office/home)

To apply go to [www.bitterrootcasa.org](http://www.bitterrootcasa.org) and fill out the volunteer form. Mail a copy of your resume to [bttrcasa@msn.com](mailto:bttrcasa@msn.com) or send to Bitterroot CASA, 217 North 3<sup>rd</sup> Street Ste H-1, Hamilton, MT 59840