

Job Announcement: **Program Director**

Court Appointed Special Advocate (CASA) of Butte-Silver Bow County

CASA of Butte-Silver Bow County (CASA of BSB) is a newly established program dedicated to ensuring every child in foster care has a trained volunteer advocate standing beside them in court. We're building a vital community resource from the ground up—an exciting opportunity that comes with both the challenges and rewards of launching a new program.

We're seeking a passionate leader to guide our organization in advocating for children in foster care. This is an opportunity to make a meaningful impact by leading a dedicated team of volunteer advocates committed to improving the lives of vulnerable children.

About the Role

As Program Director, you'll oversee CASA of BSB's operations while adhering to national standards. You'll lead with vision, manage resources effectively, and foster strong relationships with volunteer advocates, community partners, and stakeholders. This role is perfect for a compassionate leader with experience in nonprofit management, fundraising, and program development.

Key Responsibilities

- Oversee volunteer advocates serving children in foster care
 - Develop strategic goals, program plans, and community partnerships
 - Drive fundraising through grants, donor campaigns, and charitable giving initiatives •
- Prepare annual budgets and quarterly financial updates
- Build relationships with Board of Directors, judges, court officials, and community organizations
 - Deliver presentations, training, and communications to diverse audiences

What We're Looking For

- Degree in Public Administration, Human Services, or related field (Master's preferred) •
 - 3+ years supervisory experience in volunteer, nonprofit, or public service organizations •
- Proven fundraising and grant management experience
- Exceptional communication skills, including presentations and training
 - Deep commitment to supporting children in foster care and their advocates

Compensation & Benefits

Compensation: 0.75 FTE at \$25-28/hour (\$39,000-\$43,680 annually for 30 hours/week), based on experience. *We're being transparent:* this is a startup nonprofit position with growth potential rather than immediate full benefits. As our program matures over 12-24 months and fundraising succeeds—with your partnership—we anticipate transitioning to full-time with enhanced compensation.

Time Off & Flexibility:

- 2 weeks (10 days) paid vacation time annually
- 5 days (one week) of paid sick days annually

- 11 paid holidays plus December 25-January 1 and your birthday (18 total days)
- Flexible scheduling when not conflicting with court dates or essential commitments.
- To ensure program stability during the critical startup phase, PTO requests in the first 60 days should be discussed during the hiring process so we can plan accordingly.

Additional Benefits:

- \$150/month wellness stipend (additional to salary) for health insurance premiums, gym membership, therapy, professional development, or other wellness needs of your choosing
- Professional development: Annual Montana Child Abuse & Neglect Conference and Montana CASA Conference with travel/registration covered
- Office computer and technology provided
- Mileage reimbursement at current IRS rate for work-related travel outside Butte city limits.

We're committed to expanding our benefits package as funding grows, and we welcome your input on what matters most to you.

What Success Looks Like in Year One

- Recruit and train 15-25 volunteer advocates
- Serve 25-30 children in foster care
- Establish strong relationships with judges and court officials
- Secure \$75,000-\$100,000 in grants and donations
- Build sustainable community partnerships

Location & Requirements

This role is based in our uptown Butte office where you'll build relationships with the community, volunteers, and stakeholders. Regular office presence is expected as you'll be the face of our program. Some remote work flexibility is available. Most work occurs during business hours, with occasional evening and weekend requirements for training and events.

This position includes a six month probationary period. Successful candidates must pass a background check and fingerprinting. Monthly reports to the Board of Directors, with annual performance reviews.

How to Apply

Submit your resume and cover letter detailing your qualifications and passion for this role to **buttesbcasa@gmail.com**. Applications received by **January 31, 2026** will receive priority consideration.

If you're excited about this mission but have questions about any aspect of the position, we encourage you to apply and discuss your concerns during the interview process. We're looking for the right person to grow with us, and we're open to discussing creative solutions with the right candidate.

Find this job posting also on: [Our Facebook page](#), [Indeed](#), and [LinkedIn](#).

***CASA of Butte-Silver Bow County is an equal opportunity employer
committed to diversity, equity, and inclusion.***