



COURT APPOINTED SPECIAL ADVOCATES
The Voice that Matters for Foster Youth

FRESNO & MADERA COUNTIES

JOB ANNOUNCEMENT

Position: Associate Director

Employee Type: Full Time, Exempt

Salary: Please Inquire

Position Goal:

The Associate Director is responsible for supporting the Executive Director in all aspects of the CASA operations including development and implementation of the strategic goals and objectives of the organization.

Key Responsibilities:

Administration

1. Provide supervision, oversight and accountability for the overall management of the Program and Operations of CASA and to communicate key issues to the Executive Director.
2. Train, support, supervise and evaluate staff directly reporting to the Associate Director.
3. In collaboration with the Executive Director to develop program and organizational goals then monitor progress toward them.
4. Provide leadership in developing programs, organizational and financial plans with the Executive Director and staff and carry out plans and policies authorized by the Board.
5. Develop and identify strategies to improve areas of necessary growth in program and operations.
6. Ensure an effective transition and succession plan for staff.
7. Foster an organizational cultural that encourages and supports employee inclusion and creates a high-functioning team. Build and maintain a strong team culture in the office.
8. Assist with the recruitment, hiring, and training of new staff members.
9. Oversee the daily staff and vacation schedules.
10. Identify, assess, and inform the Executive Director of internal and external issues that affect the organization.
11. Act as an arbiter for conflicts between CASA and volunteers or outside professionals when other efforts have failed.
12. Act as an arbiter for internal conflict between staff.
13. Assist in overseeing the human resources of the organization according to authorized personnel policies and procedures that fully conform to current laws and regulations.
14. Co-facilitate leadership and staff meetings and provide vision, leadership, and support to the CASA staff.
15. Attends all Board meetings and assigned committee meetings.

Program Accountability

1. Ensures that the organization's official records and documents are maintained and that the organization is in compliance with federal, state and local regulations.
2. Monitors progress and tracks relevant data in Operations, Resource Development, and Program.
3. Ensures compliance of National CASA standards and California Rules of Court 5.655 and local rules of court are valued, understood, and incorporated in best practices by all organizational staff.

Advocate Volunteer Management

1. Assures screening procedures are completed.
2. Work with senior advocate supervisors to monitor ratio of advocates, advocates on leave or resigning.
3. Monitors all training classes and in-services.
4. Provide case consultation to advocacy team staff, as needed.

Fiscal Management

1. Assist with oversight of the financial system for the organization according to Generally Accepted Accounting Principles. Assures that an audit is completed annually for the organization.
2. Responsible for working with Executive Director and fiscal to develop an annual budget for the organization and proposing it to the Board of Directors for approval.
3. Monitors monthly program cost and keeps expenditures.
4. Oversee fiscal and the grant programs, consultants and contracts.

Fundraising and Resource Development

1. Assist in oversight of fund development planning and implementation, including identifying resource requirements, researching funding sources, establishing strategies to approach funders and submitting proposals.
2. Coordinates writing grants to support program of the CASA organization.
3. Assists with all fundraising activities, projects and special events by seeking sponsorship, sales and year-end and recurring donor campaign.

Public Relations

1. Oversee production of literature and program materials promoting CASA and makes these available for distribution.
2. Assist in development and execution of public relations plan.
3. Act as the CASA liaison between agencies and partners.
4. Make internal or community presentations, as needed.

All other duties as assigned.

Desired Qualifications:

- Innovative, forward-thinking leader with exceptional interpersonal skills, a genuine and compelling enthusiasm for CASA and its mission Strong observation, analytical and listening skills.
- Results-oriented with the ability to think strategically, generate new ideas, plan, and implement goals and objectives.
- Demonstrate a high degree of professionalism and integrity.
- Ability to supervise, train, and motivate others to achieve the goals of the organization
- Skills to delegate and develop staff to execute in their area of responsibility.

- Possess strong communication skills and work effectively with the Executive Director, Board of Directors, staff, volunteers and community partners.
- Ability to speak credibly and persuasively about its vision for the future
- Ability to create, compose and edit written material.
- Ability to organize, set priorities, take initiative and exercise sound, independent judgment within areas of responsibility.
- Ability to adapt to a changing environment with the ability to respond to and manage a crisis with a calm, mindful and respectful approach.
- Capacity to read, absorb and interpret legal and procedural information.
- Good knowledge of technology systems and software to meet the needs of the organization.
- Ability to carry out assigned duties and responsibilities in an ethical manner and follow the organizations policies.

Minimum Qualifications and Requirements:

- Bachelor’s degree, preferably in the area of Business or Management.
- Five-years of successful experience in leadership and management practice. Previous non-profit experience is preferred.
- Possess a valid California Driver License and successfully pass a formal background check.

Supervision:

The Associate Director is responsible to assist in supervision of staff and volunteers and to provide leadership, direction, and vision to the program and operation of the organization.

Working Conditions:

The duties of this position regularly require travel in Fresno and Madera Counties in your own personal vehicle. The position may occasionally require travel within the State of California. This position rarely requires strenuous activity. Occasional weekend and/or evening hours may be assigned as needed. While performing the duties of this job, employees may regularly be required to: walk; climb stairs; talk or hear, both in person and by telephone; use hands to operate standard office equipment; reach with hands and arms; carry multiple items at one time; and, lift up to 20 pounds. There may be prolonged periods of sitting and computer work. The duties of this position also require on-the-job driving.

Equipment:

This position functions in an office environment. It requires the use of general office equipment such as a personal computer, printer, fax machine, copy machine and telephone.

Applicants, please send both, a cover letter and resume to:

Angelica Romero, Finance and Operations Manager:

AngelicaRomero@CASAFresno.org

CASA of Fresno and Madera Counties is an equal opportunity employer.

We are looking forward to hearing from you!