

## **Enotah CASA Executive Director**

Enotah CASA (Court Appointed Special Advocates), a child advocacy organization providing trained volunteers to speak for abused and neglected children in the foster care system, seeks an Executive Director to direct its program in the 4-county Enotah Judicial Circuit. The position manages 5-8 people and team building and success managing teams is a must.

Requirements of the job include a minimum Bachelor's Degree in social work, psychology, child development, education, or a related field. Master's Degree in business, finance, non-profit management, social work or education/child development preferred.

A minimum or two-year's experience (volunteer or paid) in any of the following areas is required: social services, child advocacy, volunteer supervision, training, non-profit management, volunteer CASA/guardian ad litem, child welfare or education. Preferred experience is non-profit management for 3-5 years with experience writing and managing grants.

Necessary skill sets for success include community-building, relationship-building, organizational and administrative skills including budget management, and volunteer/employee supervision. Residence in the 4-county area of Lumpkin, Towns, Union, White Counties, Georgia is preferred. The headquarters location is Dahlonega, Georgia.

Starting salary for this position is \$55-60,000 based on experience and education. A performance-based bonus of up to \$5000 will also be available. Contributions toward a Simple IRA up to 3% of salary, paid vacation-10 days per year, paid sick days and paid holidays (10-12) annually.

**Interested candidates should submit resumes to [enotahcasa2025@gmail.com](mailto:enotahcasa2025@gmail.com) by April 4<sup>th</sup>.**

### **ENOTAH CASA EXECUTIVE DIRECTOR JOB DESCRIPTION**

#### **GENERAL**

The Executive Director is responsible for the day-to-day operational management of the Enotah CASA program and the strategic planning for the future of the organization. Primary responsibilities include directing volunteer recruitment and training; supervision and recognition of staff and volunteers; program administration; grant writing and management and fundraising; community education and awareness efforts; public relations; and program planning/evaluation. The Executive Director is hired by and reports to the Board of Directors.

## DUTIES

- A. Administer the CASA program and implement all policies and procedures.
  - a. Develop & implement a plan for recruiting, screening, and training volunteers on an ongoing basis to ensure that a sufficient number of well trained and supervised CASAs are available for case assignment.
  - b. Provide pre-service and in-service training for volunteers and facilitate peer support groups.
  - c. Supervise paid professional CASA advocate supervisors and other staff. Assist and coach the staff when necessary. Provide appropriate training and growth opportunities for staff.
  - d. Develop Enotah Circuit Juvenile Court protocol with the judge and oversee the administration of the plan, including case assignments.
  - e. Direct the development of the program and monitor the execution of Enotah CASA's processes for compliance with National and GA CASA standards.
  - f. Plan and execute volunteer and staff recognition.
  - g. Serve as a liaison between the CASA program and local community organizations and the juvenile court, Department of Family and Children's Services, and attorneys.
  - h. Develop annual agreements with any/all organizations which require contractual arrangements. Monitor the implementation of the contracts and correct all deficiencies in a timely manner.
- B. Make policy recommendations to the Board of Directors
  - a. Develop, maintain and implement effective processes and policies to ensure compliance with National and GA CASA standards.
  - b. Work in cooperation with the Board of Directors in the areas of fundraising, public awareness, and planning/evaluation.
  - c. Prepare and submit grants and proposals to Federal, State and local agencies to ensure a steady funding stream for Enotah CASA.
  - d. Develop fund raising plan in conjunction with the BOD to develop and maintain community funding sources.
  - e. Assists Board in by managing the administrative processes necessary to on board new members.
- C. Direct daily financial operations and maintain total fiscal accountability.
  - a. Oversee the development, administration, and monitoring of the organization's annual budget.

- b. Develop and implement a comprehensive fund-raising plan for the organization in cooperation with the BOD.
  - c. Support the BOD to create short and long-term strategic plans.
- D. Maintain all documents necessary to fulfill legal and reporting requirements.
  - a. Submit reports and grants as required.
  - b. Maintain reporting, financials, grants, and volunteer files in documented and required formats to accomplish audits and reviews by governmental or organizational audits.
- E. Represent Enotah CASA's purpose, goals, and program through public presentation, networking, and media communications at local, state, and national levels.
- F. Participate in training sessions and conferences offered by Georgia CASA.
- G. Perform related activities designated by the Board of Directors.

#### DESIRED QUALIFICATIONS

- A. Bachelor's degree in business, criminal justice, psychology, sociology, social work, education or a related field is required. Extensive experience may be substituted for degree. Master's degree in business, finance, non-profit management, social work, or child development/education preferred.
- B. At least 5 years of progressively responsible management experience preferred.
- C. Two years of experience required (volunteer or paid) in any of the following areas: social services, child advocacy, volunteer supervision, training, non-profit management, volunteer CASA or guardian ad litem, child welfare, education. Preferred experience in non-profit management for a minimum of five years.
- D. Necessary skills for success include community-building, relationship-building, organizational and administrative skills including fiscal management, grant writing, and volunteer/employee supervision.