



## **Job Description: Champions for CASA Executive Director**

**Please send resumes and cover letters to  
JPage@ChampionsforCASA.org**

Champions for CASA is a 501(c)(3) organization whose mission is to promote and support the work of the CASA Las Vegas program through the recruitment, training, recognition of, and retention of CASA Las Vegas volunteers. The Executive Director will be the strategic leader of Champions for CASA and will be responsible for overseeing the administration, programs and strategic plan of the organization. The Executive Director will report to the Board of Directors and will serve as our passionate lead in building and spreading awareness throughout the community about the important work being done to advocate and support abused and neglected children living in foster care in Clark County.

**1) Board Governance:** Works with board in order to fulfill the organization mission and ensure compliance.

- Responsible for leading Champions for CASA in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Responsible for working with the board to set strategic plans and initiatives to effectively lead Champions for CASA as a pre-eminent non-profit within Southern Nevada and to achieve (or exceed!) program goals.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions
- Responsible for ensuring compliance with National and State CASA guidelines.
- Responsible for implementing and reporting on key performance metrics needed for the board to stay informed about the success of our programs and the impact of our work.
- Attend all board and committee meetings and ensure implementation of all goals and objectives are achieved by committees.

**2) Fundraising, Grant Management and Financial Leadership:** Develops resources sufficient to ensure the financial health of the organization.

- Responsible for fundraising and developing other revenues necessary to support Champions for CASA's mission and the funding of our programs.
- Responsible for grant writing to secure additional funding necessary to support the programming needs of the organization and management of all grant reporting and associated documentation to ensure Champions for CASA is in compliance with any grants received.
- Solicit non-financial donations, such as gift cards or event tickets, to be used to aid in the retention of CASA volunteers by offsetting the costs associated with visits with the children they serve.
- Responsible for the fiscal management of Champions for CASA to include an annual budget submission to the Board and monthly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for managing the programs within the approved budget.

**3) Organization Mission and Strategy:** Works with board and program staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.

- Responsible for the implementation of programs designed to support the mission of the organization and the needs of the CASA Las Vegas program. This is to include designing and developing metrics to measure the success of these programs.
- Responsible for strategic planning to ensure that Champions for CASA can successfully fulfill its Mission into the future.
- Responsible for increasing community awareness by being active and visible in the community and by working closely with other agencies to ensure Champions for CASA maintains up to date knowledge within the community and for those we serve.
- Responsible for developing and implementing effective communication plans to ensure we are collaborating and being transparent with the CASA Las Vegas program, program volunteers, local businesses, donors and any other partners as requested by the Board of Directors.
- Create and manage a community relations program to enlist local businesses, church and civic groups, community leaders and the general public in spreading awareness throughout the community.

**4) Day-to-Day Operations:** Oversees and implements appropriate processes and procedures to ensure that the operations of the organization are sufficient to meet the goals of the organization.

- Responsible for developing key performance metrics used to measure success of our programs and activities and providing regular reporting of results.
- Responsible for developing a donor management system for managing donor databases, communicating with donors, providing detailed reporting and statements as may be required by donors or associated grants and also managing all compliance associated with a donor management system.
- Responsible for ensuring Champions for CASA is maintaining ongoing compliance with all rules and requirements as set forth by legislative, governance, board requirements, donor or grantors as needed.
- Create and maintain marketing materials and collateral to support the needs of our programs.
- Identify and implement tools and processes needed to run the day-to-day operations of Champions for CASA and ensure compliance.
- Manage all press and media relations, serve as spokesperson for all public speaking engagements.
- Create and manage social media strategy and personally manage the social media posts and activities to drive awareness.
- Plan and attend all recruiting and retention events.
- Establish and maintain relationships throughout the business, judicial and broader community and utilize those relationships to strategically execute Champions for CASA's mission.

The ideal candidate will possess the following skills and qualifications:

- A bachelor's degree or equivalent work experience
- 3+ years' experience leading a non-profit or auxiliary board (preferably from start-up phase)
- Experience and skill in working with a Board of Directors.
- High level strategic thinker with the ability to envision, plan and effectively communicate the organization's strategic mission to the board, volunteers, donors, partners and overall community.
- Collaborative leader who has the ability to operate independently yet communicate with transparency and honesty.
- A proven history of revenue generation through fundraising and grant writing in the non-profit sector.
- Excellent donor relations skills and understanding of the funding community. Ideally, candidate will have an established pool of potential donors and relationships.
- Strong financial management skills, including budget preparation, analysis, decision making and reporting.
- Excellent written and oral communication skills.
- Strong public speaking ability and presence.
- High integrity leader with a strong work ethic.
- Passion and alignment for our mission.

Do you enjoy creating a program from start to finish and leaving your mark on the future of the organization?

Do you love working with the public and managing public relations?

Are you passionate about helping kids attain an advocate to help serve as their voice and give them hope for their future?

Do you have a knack for sales and fundraising?

Are you in your element when speaking to groups of people about something you are passionate about?

Can you convince/motivate others to action?

Are you an independent, self-starter who is willing to roll up your sleeves and get to work? Are you also ready to deliver our mission with the presence of a senior leader who is able to effectively communicate our mission and drive organizational results? Can you convince people to give us the gift of time, money and opportunities?

Children in Southern Nevada need our help. There are over 3,200 severely abused and neglected children in Clark County living in foster care who need someone to advocate for their best interests. Champions for CASA recruits volunteers, called court appointed special advocates or CASA's, who want to step up and serve as the voice for these children in court as well as throughout other important aspects of their lives. Champions for CASA is looking for an Executive Director to lead the day-to-day operational efforts of our organization. The ideal candidate will have a minimum of three years previous experience running a foundation or other non-profit organization/board in a leadership role. Will have proven fundraising and grant writing capability. Will have knowledge of the reporting requirements for a 501(c)(3) including tracking, reporting and board governance associated with maintaining this tax-exempt status. Will have excellent communication and presentation skills. Will be a great communicator both written and verbally. Will have strong presence and presentation skills. Will be passionate about our mission. Will have experience creating processes and procedures where none currently exist. Will be willing to take charge and make decisions but will also have the balance to know when to stop and ask for help/permission/forgiveness. Will have experience managing donor and other relationships.