



# State Executive Director Job Announcement

**Position:** State Executive Director  
**Classification:** Full-Time, Exempt

**Reports to:** Board of Directors  
**Salary:** \$70,000 to \$85,000 annually

**Our Purpose (what's our role?):** To strengthen and expand a statewide network of Court Appointed Special Advocates (CASA) programs that empower volunteers who advocate for the best interests of abused and neglected children in Nevada.

**Our Vision (when would our work at the state organization be done?):** Every judicial district in Nevada has a sustainable program providing high-quality advocacy for all children in Nevada's child welfare system.

**Our Mission (how do we achieve the above vision?):** Nevada CASA Association champions the needs of abused and neglected children by supporting and expanding the capacity of local CASA programs across the state.

## ***COMMITMENT TO EQUAL OPPORTUNITY AND NONDISCRIMINATION***

The Nevada CASA Association is an equal opportunity employer and has a ZERO TOLERANCE policy against discrimination with regard to race, color, national origin, religion, gender, age, disability, military service, sexual orientation, marital status, or any other basis prohibited by Federal or state law. Applicants will be considered for any position applied for without regard to race, color, national origin, religion, gender, age, disability, military service, sexual orientation, marital status, or any other basis prohibited by federal or state law. The organization ensures that all personnel and applicants are given equal opportunities in all aspects of employment including, but not limited to, hiring, training and development, transfer, promotion and compensation. Employment decisions at Nevada CASA will be based on merit, qualifications, and abilities.

The organization's board and management leadership are fully committed to this concept and all personnel are expected to actively participate in its implementation. Additionally, and in accordance with the Americans with Disabilities Act (ADA), Nevada CASA will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship for the organization. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

## ***POSITION OVERVIEW***

This position will oversee the vital work of Nevada CASA Association as it champions the needs of abused and neglected children in our state. The Executive Director of Nevada CASA is responsible for the routine operation and ongoing development of the Nevada CASA Association. The State Executive Director is expected to keep the Board of Directors informed of any concerns or issues that affect the organization and is responsible for the sound fiscal and programmatic management of the organization. The Executive Director receives guidance and direction from the Nevada CASA Board of Directors and works collaboratively with local CASA programs.

The State Executive must be able to work independently with minimal supervision. The individual filling this position may be located anywhere within the state of Nevada (remote workplace) but the position will require occasional travel throughout the state for trainings, to provide technical support, and/or attend conferences. Work hours will vary and may include occasional nights and weekends depending on the needs of the organization.

The State Executive Director job description will be reviewed annually and updated, as needed, in conjunction with an annual performance evaluation.

*Note that 50% of this position is currently an American Rescue Plan Act (ARPA) funded position. The ARPA grant to the Nevada CASA Association is a two year grant from the State of Nevada. During these two years, funds must be secured to fund the remaining 50% of the salary. This position is contingent on securing adequate funding.*

## **DUTIES AND RESPONSIBILITIES**

### ***CASA Support and Infrastructure***

- Engage the local CASA programs to assess needs and gain an understanding of how the Nevada CASA Association can best provide support and system improvements.
- Provide technical support and resource development to local CASA programs and developing programs.
- Create opportunities for sharing of information to local CASA programs, developing programs, and non-profits.
- Engage local programs and CASA advocates in legislation, policy, trends in child welfare, court improvement, and court decisions that impact the work of CASA programs.
- Increase awareness of CASA's role and the needs of children in care by providing information to targeted groups and to the public.
- Increase the reach of CASA programs to additional counties within the State.

### ***Financial Management and Fundraising***

- Independently and continually secure funding and resources to operate, maintain, and grow the Nevada CASA Association and support the local CASA programs.
- Provide project management and oversight of the grants and resources necessary to operate all aspects of the organization, supervising all contracts and employees.
- Examine, develop, and implement sustainability plans, contributing to resource development.
- Ensure that organizational practices comply with federal and state regulation, including Uniform Administrative Requirements, Cost Principles and Audit Requirements for federal awards.
- Work with the Board and Treasurer to develop an operating budget.
- Monitor program costs and maintain expenditures to stay within that budget.
- In conjunction with the Treasurer, oversee the management of financial records, bookkeeping, audit, and banking responsibilities.
- Research and prepare grant proposals and other funding applications.
- Develop and maintain a donor tracking system.

### ***State and National Representation***

- Serve as the liaison between National CASA/GAL and local CASA programs.
- Cultivate and maintain relationships with state agencies, legislators, and private organizations that advance Nevada CASA's mission.
- Represent Nevada CASA on statewide committees and at the Legislature.
- Ensure Nevada CASA is following National CASA/GAL standards.

## **Board and Organization Support**

- Work with the Board of Directors to develop, implement and evaluate progress toward a long-range strategic plan and annual work plans for the organization.
- Support and train the Board of Directors in carrying out their responsibilities.
- Provide leadership in recruiting appropriate new Board Members and provide initial training.
- Coordinate and prepare materials for monthly board meetings.
- Create, maintain, and update marketing materials.
- Manage website and social media resources to raise awareness of the CASA mission.

## **REQUIREMENTS**

- At minimum, a Bachelor's Degree, Masters preferred, in nonprofit management, public administration or related field, or the equivalent combination of education and experience.
- Communication Skills
  - Able to reach multiple audiences and diverse groups and individuals with clear, concise and accurate information.
  - Able to problem solve and manage conflict.
- Leadership Skills
  - Able to formulate priorities, offer a vision, and confidently be the face of Nevada CASA.
  - Represent all local CASA and non-profit programs equally and professionally.
  - Experience leading a non-profit and working with a board of directors.
  - Able to develop highly effective relationships.
- Professional Skills
  - Able to multi-task with attention to administrative detail.
  - Proven success writing grant applications and experience managing those funds.
  - Able to accept direction, and initiate and sustain work efforts without close supervision.
  - Willingness to periodically travel to visit local CASA programs and staff throughout the state.

## **Application details**

**Application deadline – Wednesday, August 1, 2023.** Interested individuals should submit their resume and a cover letter outlining their qualifications and passion for CASA to Lorrie Curriden, Nevada CASA Association, Board Vice President, [lorriecurriden@gmail.com](mailto:lorriecurriden@gmail.com), with the subject line of State Executive Director.