



***Washington CASA Association
Seeks Executive Director
Location: Washington
Posted: 6/22/2022***

Position Summary:

This position, along with the Washington CASA Board of Directors, is responsible for developing and managing a highly effective nonprofit CASA state organization in Washington. The Executive Director receives direction and oversight from the Washington CASA Board of Directors and works collaboratively with local CASA program directors to identify and plan for the needs of the organization and Washington CASA programs. This position will report to the Washington CASA Board of Directors.

Core Duties and Responsibilities:

Working in partnership with National CASA/GAL Association and the Washington CASA Board of Directors, the Executive Director will be responsible for:

Organizational Development

- Maintaining membership with National CASA/GAL Association
- Developing and implementing the mission, vision, purpose and values of the organization
- Developing and implementing policies and processes needed to run a highly effective state organization
- Ensuring the state office operates in a manner consistent with the mission as well as the mission and standards set by National CASA/GAL
- Maintain an office for the Washington CASA Association

Network Support

- Maintaining a collaborative relationship with existing local CASA programs
- Providing technical assistance, resources and support for the Washington CASA network

Board Development

- Developing and maintaining a strategic board plan to implement a governing board with representation from across the state with the skills and expertise needed to develop a sustainable, highly effective state organization
- Preparing a Board orientation and onboarding for new board members
- Developing, implementing and evaluating progress of a work plan for development of the state organization
- Developing a long-range plan for growth and sustainability

Financial Management & Fund Development

- Working with Board Treasurer and/or appropriate board committee to develop and implement an operating budget
- Working with appropriate board committees to develop, implement and evaluate short- and long-term fundraising plans to ensure adequate, diversified funds are secured to support the organization's current operations and planned growth

- Researching, identifying and soliciting appropriate foundations and other funders to support fundraising goals
- Overseeing management of financial records and bookkeeping and banking responsibilities to ensure accurate financial reporting and compliance with internal financial controls.
- Overseeing preparation of financial reports for grantors, board of directors and others.

State and National Representation & Leadership

- Serving as liaison between National CASA/GAL Association and local CASA programs
- Cultivating and maintaining relationships with appropriate state agencies and private organizations to advance the CASA mission
- Representing CASA on appropriate statewide committees and coalitions dealing with children's issues
- Cultivating strong relationships with the judiciary and legislature to further the CASA mission
- Become a steward and ambassador for the CASA/GAL mission and brand

Personnel Management

- Hiring, leading and overseeing all staff of the organization
- Ensuring all personnel policies and procedures are followed

Marketing & Branding

- Maintaining a branded website for the state organization
- Developing marketing tools and resources to be used statewide

Experience, Qualifications and Abilities

- Bachelor's degree in nonprofit management, business or related field. Graduate degree preferred
- 3-5 years experience in an executive leadership role
- Previous experience working in a non-profit or philanthropic organization preferred
- Demonstrated experience in financial management
- Demonstrated ability to build community and statewide relationships
- Demonstrated ability to raise funds and resources to sustain and grow an organization
- Demonstrated ability to make data informed strategic decisions
- Knowledge, experience and understanding of the Washington political, judicial and legal landscape is highly desirable
- Knowledge or experience in the child welfare system highly desirable
- Experience managing conflict and facilitating change
- Experience in applying analytic skills to develop strategic approaches to solve challenges
- Willingness to travel as necessary
- Demonstrated flexibility, mature judgment and ability to work professionally under stress
- Demonstrate strong interpersonal skills, sound judgment, and the ability to work independently as well as collaboratively internally and externally
- Work well under pressure with deadlines and be skilled in prioritizing responsibilities
- Demonstrate a history of continuous improvement through professional development
- Demonstrate high levels of professionalism

Salary and Benefits:

This is a full-time exempt position. Salary is commensurate with experience and qualifications

Personal Values:

Honesty - Integrity – Teamwork – Service - Value Diversity - Empathy - Collaboration

To apply: Send resume and cover letter addressed to Board of Directors to executivedirector@washingtongasa.org with a subject line of Executive Director Position.

www.washingtongasa.org

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