

## JOB POSTING

### Buffalo Trace CASA Executive Director

#### General Description of the Executive Director Role

The Buffalo Trace CASA Program is seeking a highly qualified candidate to serve as Executive Director of the program which serves Bracken, Fleming, Mason, Nicholas, and Robertson Counties in Kentucky. The Executive Director is responsible for the overall leadership and management of the program and its operations. The Executive Director will work to increase public awareness of CASA and its activities, oversee resource development and fundraising for the organization, manage staff, recruit volunteers, work with community agencies and stakeholders, and provide overall fiscal management for the organization. The Executive Director is responsible for ensuring the program adheres to the standards set forth by national, state, and local CASA policies, court regulations, and applicable local, state, and federal laws. This position will report to the board of directors.

#### About The Buffalo Trace CASA Program

The Buffalo Trace CASA Program is an established 501(c)(3) organization dedicated to the principle that every child is entitled to have a permanent home and family and to be free from abuse and neglect. The Buffalo Trace CASA Program recruits, screens, trains, supervises, and supports community volunteers who are appointed by the judge in their jurisdiction as Court Appointed Special Advocates (CASA) who serve as an independent voice throughout the juvenile court proceedings until a safe and permanent home is found for each child. Our CASA volunteers act as the representative of the abused, neglected, and/or dependent child in Bracken, Fleming, Mason, Nicholas, and Robertson Counties.

#### Compensation Description

Buffalo Trace CASA salary range for this full-time (37.5 hours weekly)/exempt position is \$65,000-\$75,000 annually, commensurate with experience and education. Benefits include a healthcare and telephone stipend and a retirement plan with employer match. Benefits also include a flexible schedule with fifteen paid vacation days per year and fourteen observed holidays.

#### Education and Experience

- Bachelor's degree required; master's degree preferred and/or experience relating to nonprofit administration, public policy, social services/child welfare, or related field
- Preferred five years or more experience in leadership and management
- Preferred experience in a nonprofit setting
- Dynamic and visionary leader willing to take initiative to build capacity of a new program
- Detail-oriented self-starter able to work with minimal supervision
- Demonstrated organizational skills and oral and written communication skills
- Proven analytical, problem-solving, and decision-making skills
- Strong interpersonal skills and ability to work with diverse groups
- Successful fundraising and volunteer recruitment experience
- Proven skills in developing and managing budgets and operations
- **Note:** The role of Executive Director is not an entry-level position. The ideal candidate will have experience in program development and demonstrate flexibility and creativity.

## Duties and Responsibilities

- Adhere to CASA policies and procedures in a professional and ethical manner
- Maintain daily operations of the program, including the planning, administration, and management of quality programs and services
- Hire, supervise, and evaluate performance of program staff
- Develop and nurture positive, functional relationships with community groups and leaders, child welfare agencies, funding sources, the media, donors, and other local organizations
- Actively develop and oversee volunteer recruitment, screening, and training along with case assignment and advocacy procedures
- Implement public relations efforts for the purpose of recruiting CASA volunteers and increasing public awareness of CASA, including promoting that CASA is a leader in the provision of effective child and family advocacy for abused children in the court system
- Responsible for resource development including writing and reporting on grants, planning fundraising events, and procuring donations from corporations and individual donors
- Develop an annual budget for review and approval by the finance committee and board of directors
- Review and distribute monthly financial statements to the board of directors or treasurer
- Maintain collaborative working relationship with the board of directors and serve as a liaison between the board of directors and local program staff
- Review program progress and measure achievements and activities to establish and evaluate goals associated with the program's strategic plan
- Oversee agency and program compliance with National CASA/GAL Local Program Standards, local and state policies and procedures, and applicable local, state, and federal laws
- Any other duties as assigned by The Buffalo Trace CASA Program Board of Directors

## To Apply

Please submit a cover letter and resumé to ATTN: The Buffalo Trace CASA Program Board of Directors at [buffalotracecasahiring@gmail.com](mailto:buffalotracecasahiring@gmail.com) or by mail to P.O. Box 271 Maysville, KY 41056. **All cover letters and resumes must be received by Friday, January 17, 2025.**

*The Buffalo Trace CASA Program provides equal employment opportunity to all individuals, regardless of race, color, ethnicity, creed, religion, sex, gender identity, pregnancy, age, sexual orientation, national origin, disability, genetic information, veteran status, or any other characteristic protected by state, federal, or local law.*