

# **Program Director**

## **Cass County CASA**

### **Cass County, MI**

#### **Position Summary**

Cass County CASA (Court Appointed Special Advocate) is seeking a 30-40 hour/week Program Director (PD) who will report to the Board of Directors. Cass County CASA is a non-profit organization serving Cass County, MI. Our mission is to advocate for the best interests of abused and neglected children that are under the jurisdiction of the Probate Court through the services of specially trained volunteers. Cass County CASA is one of almost 1,000 affiliates for the National CASA Association ([www.casscocasa.org](http://www.casscocasa.org)). The PD is responsible for the daily operation of the Cass County CASA location, spanning the spectrum from working with abused children to promoting Cass County CASA in the community and supporting fund raising efforts. Applicants should address their expertise as it pertains to the following evaluation factors: Leadership, Planning, Child Advocacy, Volunteer/Employee Development, Fiscal Accountability, Marketing, Fundraising, and Board Liaison, . See below for Evaluation Factors and [www.casscocasa.org](http://www.casscocasa.org) for more information.

#### **Evaluation Factors**

**Leadership** – Supervisory/managerial experience, ability/desire to lead others, set priorities and inspire excellence. Be the face of Cass County CASA in the community.

**Planning** – Ability to develop both short range and strategic plans for the organization. Ability to manage, in accordance with the plans, once developed. Oversee compliance with established policies and procedures, and National CASA standards.

**Child Advocacy** – Ability to be the voice of children in crisis, both within the Probate Court system and the Michigan Department of Health and Human Services (DHHS).

**Volunteer/Employee Development** – Desire/ability to teach and support volunteers and any part-time employee(s). Ensure volunteers are prepared to deal with troubled children and be prepared to assist where necessary.

**Fiscal Accountability** – Ability to work, in conjunction with the Board Treasurer, on annual budgets and management of daily cash flow. Ability to provide accountability to grantors, in accordance with their requirements, for the expenditure of funds.

**Marketing** – Ability/desire to promote the interests of Cass County CASA within Cass County. Make “CASA” a known brand. Seek out publicity opportunities and market the volunteer efforts for the abused/neglected “least and lost” children in the community. Be available for speaking engagements.

**Fundraising** – Ability to assume a prominent role, in partnership with the CASA Board of Directors, to raise funds for the benefit of Cass County CASA. This includes knowledge of grant opportunities and self-initiation of fundraising events during the year.

**Board Liaison** – Ability to attend Board meetings, and provide reports of program operations.

**Qualifications** – MBA or Bachelor’s degree in Business or Public Administration with minimum of three years related experience in administration of volunteer, non-profit service agency; or Master’s or Bachelor’s degree in social work, psychology or related area with requisite experience in administrating an organization or division involved in human social services. Prior experience will be considered in lieu of advanced degrees. Candidates will demonstrate strong skills in fiscal management, resource development and maintenance, agency and program planning, and public relations. Previous experience working with volunteers and knowledge and understanding of child abuse and neglect, families in crisis, and other social services skills are given priority.

**Salary** - \$30,000 to \$40,000 based on experience.

**Resumes should be submitted by March 21, 2017**

**CASA Director Search  
26887 Nubour Road  
Dowagiac, MI 49047**