



# The Voice for Clinton County's Children

1207 N. US 27, St. Johns, MI 48879

VoiceForClintonCountyChildren.org

## EXECUTIVE DIRECTOR EMPLOYMENT DESCRIPTION

### GENERAL DESCRIPTION:

As an ambassador of the mission of the agency, the Executive Director is responsible for carrying out the mission and vision of the agency through all aspects of the agency's day-to-day operations.

### QUALIFICATIONS:

- Leadership to carry out the agency's mission and vision
- Bachelor's degree in human services, social work, public administration or related area, master's degree preferred
- Minimum five (5) years related experiences in a leadership role which includes program administration, volunteer program management, nonprofit, and/or public service agency
- Demonstrated experience in fiscal management, nonprofit governance and compliance, resource development and maintenance, agency and program planning, and public relations
- The ability to work cooperatively and professionally with different types of personalities
- Comfortable advocating in the best interests of the children and youth
- Knowledge and/or experience related to issues and dynamics within families in crisis relating to child abuse and neglect and trauma informed services given preference
- Demonstrated strong written and verbal communication skills
- Demonstrated organization skills, ability to prioritize workload, and work schedule flexibility
- Self-motivated to work independently and as part of a team
- Valid driver's license and reliable transportation

### ACCOUNTABILITY:

The Executive Director reports to the Board of Directors.

### RESPONSIBILITIES:

#### Agency and Programs

- Communicate on a regular basis with staff for case management, volunteer oversight, and agency operations
- Stay informed of all relevant activities of the agency
- Keep the partners and the community apprised of agency activities
- Oversee agency and program compliance with policies, program standards and nonprofit governance
- Develop, implement, and oversee tracking systems for both volunteer and caseload files
- Research and prepare grant proposals and other funding applications

#### Board of Directors Liaison

- Prepare and send out board packets in timely manner prior to regular board meetings

Approved by Board of Directors July 22, 2014

Reviewed and Revised: October 23, 2018

Reviewed and Approved: July 10, 2024

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- Attend all board meetings
- Oversee implementation of all board directives, policies, and procedures
- Serve as liaison between board and agency staff
- Keep board apprised of agency operations, changes, and challenges
- Monitor board/committee activities and attend committee meetings
- Work with the Board of Directors to support their fundraising events and activities
- Partner with the Board of Directors on strategic plans to establish agency goals and program sustainability

#### Community and Public Relations

- Coordinate public relations with the purpose of recruiting volunteers and increasing public awareness
- Develop and maintain relationships with all appropriate groups and community service organizations
- Generate and oversee release of press information, news releases, and follow-up of any media coverage
- Approve all written public relations material printed by the agency
- Be available and seek out public speaking engagements
- Maintain positive relationships with community volunteers, partners, and donors
- Facilitate the agency's role as the county coordinator for Toys for Tots

#### Fiscal Management

- Manage day-to-day fiscal operations
- Submit financial reports to grantors as required
- Review and approve reports
- Assist in developing agency annual budget
- Liaison between the board and hired bookkeeper for accuracy of reports per agency financial policies

#### Personnel Management

- Hire and supervise agency staff and volunteers
- Write and revise, as necessary, the job descriptions for all staff (except the Executive Director)
- Prepare yearly performance evaluations (oral and written) for all administrative and management staff
- Support Staff and Volunteer professional development opportunities and self-care

#### CASA Case Management

- Recruit, screen, train and supervise CASA Volunteer Advocates
- Serve as the liaison with the court and DHHS regarding foster care cases
- Overall case support and management for CASAs who are appointed to foster care cases
- Submit all CASA reports to the court and all interested parties
- Provide regular training opportunities for CASA Volunteers
- A number of duties outlined above are applicable to the case management role

#### STANDARD PHYSICAL REQUIREMENTS/WORKING CONDITIONS

Must be able to perform essential job functions with or without reasonable accommodations including but not limited to visual and/or audio appliances and devices to increase mobility.

Work is performed in typical office environment and offsite professional settings which may include but are not limited to the courthouse, community partners' offices, and outreach and event venues.

Hybrid/remote work is supported based on agency needs and policies and ensuring good work-life balance.

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WORK HOURS: Flexible schedule expected, which will include periodic evenings and weekends, to meet agency needs which are outside typical business hours (i.e. Board of Directors Meetings, community events, etc.).

WORK TIME: Work time is an approximate breakdown of the anticipated workload based on allocated funding. Percentages are anticipated by average time and may fluctuate based on the ebb and flow of things and funding. 75% CASA, 25% Program Administration and CAC.

JOB CLASSIFICATION: Full time, 40 hours/week, exempt

STARTING SALARY RANGE \$65,000 to \$75,000 depending on qualifications

BENEFITS: Paid vacation time and sick time, 13 paid holidays per calendar year, professional development opportunities, flexible work schedule and hybrid work option.

All employees of CASA-The Voice for Clinton County’s Children (legal entity name) are at-will employees of the organization. Either the organization or the employee may terminate the employment relationship with or without cause at any time. Positions are reliant on approved funding sources.

Employee: \_\_\_\_\_

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Board of Directors Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_

This position specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodations for the specific disability will be made for the incumbent/applicant when possible.

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