**Job Description for Southeast CASA Executive Director**

The Executive Director reports to the Board of Directors and has responsibility for the organization's consistent achievement of its mission and fiscal oversight. In respect to program development and administration, the Executive Director will:

Program Accountability

1. Assure that the organization has a long-range strategy and makes consistent progress to achieve its mission.
2. Assure organization compliance with the National CASA.
3. Provide leadership in developing program, organizational and financial plans, and carry out plans and policies authorized by the board.
4. Maintain official records and documents, and ensure compliance with federal, state and local regulations.
5. Have a working knowledge of significant developments and trends in the field.

Fund Development

1. Implement all program fund development efforts.
2. Prepare grant proposals and other funding applications.
3. Complete any reporting required by fund providers.
4. Develop and maintain a donor management system.
5. Work with the board on any fundraising events.

Communications

1. Keep the board fully informed on the condition of the organization.
2. Publicize the program services and activities of the organization.
3. Represent CASA to agencies, organizations, and the general public.
4. Conduct official correspondence of the organization.

Employees and Volunteers

1. Be responsible for the recruitment, employment practices, and release of all personnel.
2. Encourage staff and volunteer development and education.
3. Maintain a climate which attracts and retains top quality people.
4. Review, approve, and submit pay period time forms.
5. Assists in the recruiting, screening, interviewing, and training of new CASA volunteers.

Budget and Finance

1. Be responsible for maintaining sound financial practices.
2. Prepare and administer an annual budget.
3. Prepare vouchers and checks for board officer authorization.
4. Present a Financial Report to the board at every board meeting.

Program Liaison to the Board of Directors

1. Attend all Board meetings.
2. Oversee the implementation of all Board directives, policies, and procedures.
3. Serve as liaison between the Board and program staff.
4. Keep the Board apprised of program operations, changes, and problems.
5. Provide a monthly report to the Board.