

The Massachusetts CASA Association Seeks Executive Director

Location: Boston, MA

(Consideration may be made for an alternate location in the future)

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

The Massachusetts CASA Association fulfills society's most fundamental obligation by making sure a qualified and compassionate adult will fight for and protect an abused or neglected child's best interests.

Core Duties and Responsibilities:

Working in partnership with the CASA Board of Directors, the Executive Director will be responsible for:

Organizational Development

- 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 the National CASA Association

Network Development

- Developing and implementing a plan to establish local CASA programs across the state to provide volunteer advocates for children who are involved in court due to abuse and neglect
- Maintain a collaborative relationship with existing local CASA programs
- Providing technical assistance, resources and support for the Massachusetts CASA network

Board Development

- Developing and implementing a strategic board recruitment plan to establish 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 on-boarding 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 operating budget
- Working with appropriate board committee to develop, implement and evaluate short- and long-term fundraising plan 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
- Oversees management of financial records and bookkeeping and banking responsibilities to ensure accurate financial reporting and compliance with internal financial controls.
- Oversees preparation of financial reports for grantors, board of directors and others.

State and National Representation & Leadership

- Serving as liaison between the National CASA Association and local CASA programs
- Cultivating and maintaining relationships with appropriate state agencies and private organizations to advance CASA's 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

Personnel Management

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

Marketing & Branding

- Developing marketing tools and resources to be used statewide

Experience, Qualifications and Abilities

- Bachelor's degree, preferably in nonprofit management, business or related field or equivalent combination of education and work experience. Graduate degree preferred
- Experience in an executive leadership role or a similar involvement working with a Board of Directors
- 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
- Experience managing conflict and facilitating change
- Knowledge of, experience and understanding the Massachusetts political, judicial and legal landscape is highly desirable.
- Experience in applying analytical skills to develop strategic approaches to solve challenges
- Demonstrated flexibility, mature judgment and ability to function professionally under stress
- Demonstrated strong interpersonal skills, sound judgment, and the ability to work independently as well as collaboratively both internally and externally
- Work well under pressure with deadlines and be skilled in prioritizing responsibilities
- Demonstrates a history of continuous improvement through professional development
- Ability and willingness to become a steward and ambassador for the CASA mission and brand
- Demonstrates high levels of professionalism
- Willingness to travel as necessary

Salary and Benefits

This is a full-time exempt position. Salary \$70,000

Personal Values

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

To apply: Send resume and cover letter to kathleen@macasa.org with a subject line of Executive Director of Massachusetts CASA Association.