



**Child Advocates of San Bernardino County; A Court Appointed
Special Advocate (CASA) Organization**

www.casaofsb.org

Title: Executive Director

Status: Full time exempt

Reports To: Board of Directors and Presiding Juvenile Court Judge

Salary and Benefits: Commensurate with experience

The Executive Director of Child Advocates of San Bernardino County also known as CASA of San Bernardino County upholds the vision and mission of the agency and is the keeper of the integrity of the organization.

The Mission: To improves the quality of life for youth in foster care, juvenile care, and foster care alumni with stable and consistent mentoring, advocacy, and supportive services.

The Vision: To advocate for all abused and neglected children and youth throughout San Bernardino County.

The Executive Director is responsible for ensuring that Child Advocates of San Bernardino County is mission focused, impact-driven, well-balanced, highly-efficient, and sustainable. The Executive Director is responsible for developing and administering operations that include, but are not limited to the following:

Board Relations/Court Responsibility

- Keeping the Board aware of the changing and unmet needs of children in the community and providing information and leadership to the Board.
- Being held responsible to the Board of Directors and the Juvenile Dependency Court to establish goals, processes, and procedures for the agency. Plan and set Board meeting agendas; facilitate successful management of meetings
- Build and maintain the relationship with the San Bernardino County Juvenile Dependency Court and the Department of Children's Services

Office Administration/ Staff Management

- Manage and supervise personnel; assure they receive required training, establish performance expectations and meet performance standards. Handle personnel issues.

Program Management

- Develop strategic program plans that address the goals of the organization
- Analyze proposed and existing child welfare legislation to determine the impact on the goals and objectives of the Program
- Supervise the maintenance of a wide variety of detailed documents, reports, case histories, records of children served, records of volunteers appointed, and financial records

Fiscal Management/Development

- Review and approve all financial transactions, provides monthly and or quarterly fiscal reports to the Board of Directors
- Planning, developing, and executing a comprehensive development program that includes: grant applications; government contracts; annual giving program; major gifts; and planned gifts based on the organization's strategic plans with assistance from the Board.
- Oversee research, collection, and presentation of pertinent information and data to report to stakeholders

Community Relations

- Develop and maintain positive communication with community organizations, county commissions, and local advisory committees as well as the California CASA Association, the National CASA Association, and the Administrative Office of the Courts
- Provide leadership on making presentations to the community, partner agencies and interested volunteers
- Plan, develop and supervise the preparation of media presentations press releases, and outreach materials

Essential Functions

- Ensure that the Mission of Child Advocates of San Bernardino County is always carried out in the most effective and efficient manner.
- Manage the staff; including the review and evaluations of staff; review and evaluate program activities; ensure all contractual obligations are fulfilled; administer all appropriate policies of the Board.
- Maintain ongoing relationships with high net wealth and influential individuals, businesses, foundations, or other benefactors to raise funds to enhance CASA activities.
- Ensure that CASA is aggressive and effective with grant research and the submission of funding applications.

- Prepare an annual business plan, including an operating budget and staffing plan.
- Prepare materials and lead the monthly Executive Committee and Board Meetings.
- Assist with Board recruitment and development.
- Develop and lead an annual retreat meeting to maintain both long term and short term strategic objectives.
- Facilitate the required and timely contract negotiations with the County of San Bernardino and other organizations.
- Review and evaluate whether the needs of the at-risk children are being met. Bring forth projects to the attention of the Board for consideration.
- Ensure that CASA services are delivered efficiently and effectively, thus quickly serving the County's foster care population.
- Ensure the operations of CASA are always in compliance with all legal, moral, and fiduciary responsibilities of a 501c3 non-profit organization.
- Represent CASA to increase awareness and branding of the organization's mission.
- Maintain the confidentiality of the organization and the constituents we serve.
- Other duties as assigned by the Board.

Qualifications

- Results-oriented non-profit leader and strategic planner with a record of demonstrated achievement and integrity.
- Experience in personnel management, including supervision, evaluation and training of staff.
- Experience in working with diverse interest groups.
- Familiarity and ability to work with government, nonprofit and private sectors.
- Ability to build positive and constructive relationships.
- Assignments and attendance at meetings and conferences, sometimes occurring after normal business hours and weekends, necessitates a flexible work schedule.

Physical Requirements and Work Environment

- The physical demands described here represent those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- This is primarily a sedentary office classification; however, there is frequent travel to various locations and events within and outside the county, typically traveling via car. Mobility is required to attend meetings and events.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter, or calculator and to operate standard office equipment.
- The position occasionally bends, stoops, reaches, pushes, and pulls drawers to retrieve and file information and lifts and carries items that typically weigh less than 40 pounds.
- Employees must be able to maintain regular and predictable attendance and punctuality.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Noise levels can vary depending on programming and events. While performing this job, the employee is exposed to weather conditions prevalent at the time regarding both indoor and outdoor environments and events. Temperature levels may include hot, cold, and mild.

Compensation

Benefits: Paid medical; paid time off (PTO) plus observed holidays; and 401k plan

Hourly Range: \$40 – \$45 (\$83,200 - \$93,600) based on experience and with the opportunity for growth

Please forward resume and cover letter to the CASA Executive Committee, Attn: Cathy Cimbalo, cimbalo111@msn.com

This job description is not intended to be all inclusive. CASA reserves the right to revise and/or change job duties and responsibilities as needed. This job description does not constitute a written or implied contract of employment.

CASA of San Bernardino County is an Equal Opportunity Employer. It is the policy of this agency to afford equal opportunity in all aspects of employment and volunteer opportunities to all persons without discrimination on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to all employees, applicants for employment including recruitment, screening, and referral, hiring, training, promotion, discharge or layoff, rehiring, compensation, benefits, selection of volunteers and vendors, and provision of services. This agency prohibits retaliation for opposing discrimination, filing a complaint, or participating in a related proceeding. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.