
Executive Director Job Description



Position: Executive Director
Reports to: Board of Directors
FLSA Status: Exempt
Hours: Full Time
Salary: \$45,000 - \$58,000
Apply by: March 28, 2025

OUR MISSION

Training, empowering, and inspiring Volunteer Advocates to represent children in court who have experienced abuse or neglect and ensure they are safe, have a permanent home, and the opportunity to thrive.

OUR VISION

CASA of Elkhorn Valley envisions a world where every child who has experienced abuse or neglect is given the opportunity to thrive in a safe and loving home.

OUR CORE VALUES

Child-centered Advocacy, Integrity & Accountability, Respect & Inclusivity, Collaboration & Partnership, Excellence & Continuous Improvement, Service & Stewardship, Empathy & Compassion, Courage & Adaptability, Positive Impact & Lasting Change

POSITION PURPOSE

The Executive Director will provide visionary leadership, uphold the mission and values of CASA of Elkhorn Valley, and drive strategic growth while fostering community partnerships and ensuring impactful advocacy across Madison and Holt Counties in Nebraska. In collaboration with the Board of Directors, they will oversee the organization's strategic direction, communications, finances, fundraising, talent management, and overall operations.

ESSENTIAL DUTIES & RESPONSIBILITIES

Organizational Leadership & Governance

- Model the CASA vision, mission, values, and overall strategy in partnership with the Board of Directors.
- Prepare and present a monthly Executive Director report for the Board detailing financial operations, programming, staffing, policy, and funding updates.
- Assist in identifying potential board talent, onboarding new members, and leveraging each board member's expertise.
- Engage in strategic leadership discussions at Nebraska CASA Monthly Meetings.

Public Relations & Community Engagement

- Represent CASA in media, social media, public speaking, and community events to raise awareness.
- Maintain relationships with key agencies including juvenile courts, Nebraska Families Collaborative, DHHS, and local agencies.
- Lead efforts to enhance CASA's visibility and public outreach.
- Develop and oversee marketing and communications efforts.

Volunteer & Program Management

- Oversee volunteer recruitment, screening, training, and supervision in accordance with National CASA/GAL Association for Children standards.
- Ensure volunteers are well-supported, supervised, and regularly consulted on case matters.
- Coordinate and supervise ongoing training sessions and educational opportunities for volunteers.
- Supervise staff in case assignment, court reporting, and volunteer performance evaluations.

Budget & Financial Management

- Develop and manage an annual budget and ensure fiscal affairs align with GAAP and CASA financial policies.
- Research, prepare, and submit grant proposals and funding applications.
- Oversee donor development, fundraising efforts, and donor tracking.
- Prepare financial reports for grantors and the Board.
- Work with the Board of Directors to ensure financial sustainability.

Personnel & Staff Management

- Hire, train, evaluate, and supervise administrative and program staff.
- Develop a compensation and performance evaluation structure.
- Conduct staff development and training.
- Maintain all necessary personnel records.

QUALIFICATIONS & SKILLS

- Passion for CASA's mission and values.
- Bachelor's degree in social work, psychology, business, law, or related field (or equivalent work experience).
- 2 or more years of experience in child welfare, nonprofit leadership, or related fields preferred.
- Experience in fundraising, grant writing, and financial management preferred.
- Strong leadership and organizational skills.
- Ability to communicate effectively with diverse groups.
- Experience with conflict management and problem-solving.
- Proficiency with technology, including financial, case management, documents, spreadsheet, accounting, and social media applications.

SPECIAL CHARACTERISTICS

- Must pass an extensive background check.
- Travel within Madison & Holt counties required.
- Must have a valid driver's license, reliable vehicle, and proof of insurance.
- Occasional evening and weekend work may be required.
- Required to attend annual state CASA Conference in Kearney

BENEFITS

- Health & Supplemental Insurance Options
- Retirement plan with 4% match
- Mileage reimbursement
- Sick, vacation, holiday, and leave packages
- Professional development opportunities
- Perks at Work exclusive savings and personal development

EQUAL EMPLOYMENT OPPORTUNITY

CASA of Elkhorn Valley is an equal opportunity employer and operates in compliance with federal, state and local laws and regulations prohibiting discrimination in employment. CASA of Elkhorn Valley prohibits preference, limitation, specification, or discrimination based upon race, color, sex, pregnancy, marital status, sexual orientation, gender identity, political ideology, age, creed, religion, ancestry, national origin or the presence of any sensory, mental or physical disability (not constituting a bona fide occupational qualification). Further, it is the intent of CASA of Elkhorn Valley to ensure that the principle of equal opportunity is implemented in all personnel-related actions, including, but not limited to, recruitment, hiring, testing, training, promotion, compensation, and all other terms and conditions of employment in all job classifications.

HOW TO APPLY

If you are interested in leading a life-changing nonprofit, please complete and send the [Employee Application Packet](#) along with your resume and cover letter by March 28, 2025 to apply@elkhornvalleycasa.org or by mail to: CASA of Elkhorn Valley, 408 W Norfolk Ave, Ste 102, Norfolk, NE 68701