



EXECUTIVE DIRECTOR

Court Advocates for Children for Kittitas County, a 501(c)(3) Washington non-profit corporation, is seeking to hire an Executive Director who will report to the Board of Directors. This is a full-time, at will, exempt position based in Ellensburg, Washington expected to begin between June 1 and July 1, 2020.

ABOUT COURT ADVOCATES FOR CHILDREN

Established in 1985, Court Advocates for Children for Kittitas County provides highly trained volunteers to serve as court appointed special advocates (CASAs) to advocate for the best interests of abused and neglected children who have been removed from unsafe homes by the superior court. CASAs independently investigate an abused or neglected child's circumstances and provide the court with independent recommendations regarding the child's best interests. CASAs provide the child with a voice in the court process and work to ensure that their needs are met. CASA volunteers interact with the child, the child's family, social workers, foster parents or relative caregivers, therapists, teachers, school counselors, lawyers, and others involved in the child's life. CASA volunteers monitor court orders and facilitate collaboration amongst all parties to the child's case as well as the professionals providing services to the child and the child's family.

ESSENTIAL FUNCTIONS

The Executive Director is responsible for overseeing, managing and implementing the mission, operations and policies of the Kittitas County CASA program. Position responsibilities include, but are not limited to:

- Supervision, evaluation and support of volunteers and staff
- Volunteer recruitment, training and retention
- Financial management of multiple funding streams
- Compliance with reporting requirements for the government and for funding sources
- Management of ethical and legal standards
- Risk management
- Development of policies and procedures
- Effective coordination with the superior court, the legal community, the Department of Children, Youth and Families, community agencies, funding sources, and the CASA Board of Directors
- Planning and resource development
- Fundraising and grant writing
- Communications and public relations

The Executive Director maintains knowledge of applicable laws, policies, guidelines and procedures as well as current significant resources relevant to serving the needs of children in the dependency system.

REQUIRED EDUCATION AND EXPERIENCE

- A bachelor's degree from an accredited college or university or an equivalent combination of post-secondary education and extensive relevant experience
- A minimum of five (5) years increasingly responsible professional or management experience in a relevant field sufficient to administer the program's human and financial resources, train and supervise volunteers and staff, coordinate with the court, professionals and community agencies. A bachelor's or advanced degree in a relevant field from an accredited college or university may be substituted for some of the required experience.
- If the Executive Director has not been trained as a CASA and as a CASA training facilitator, the director must successfully complete the next reasonably available core training and "train the trainer" courses provided by a CASA or child advocate program or association.

PREFERRED EDUCATION AND EXPERIENCE

- An advanced degree in a relevant field from an accredited university
- Substantial experience as an advocate, especially for children
- Experience working within the legal system or experience working with attorneys in court cases
- Experience with or a working knowledge of laws, policies and systems that relate to abused and neglected children
- Experience with or a working knowledge of causes and treatment of child abuse and neglect
- Experience with or a working knowledge of community resources and services available to children and families
- Successful grant writing and fund-raising experience
- Experience working with volunteers
- Experience working with a Board of Directors
- Ability to communicate in the Spanish language

GENERAL QUALIFICATIONS

- Strong organization, management, leadership and problem-solving skills
- Ability to communicate effectively, both verbally and in writing
- Ability to diplomatically, respectfully and effectively interact with others, ensuring that all staff, volunteers, clients, and community partners are treated with dignity and respect
- A commitment to the welfare of children
- Ability to maintain confidentiality and pay attention to detail
- Ability to prepare or effectively oversee preparation of fund-raising events and activities and grant applications
- Knowledge of and ability to utilize common software programs to draft and create documents and to utilize technology such as social media channels for fundraising, marketing and community engagement
- Knowledge of financial and business management principles
- Capacity to work well with volunteers, children, family members, attorneys and other professionals, donors and community organizations
- Ability to promote a positive work environment and provide exceptional support for staff, volunteers and the Board of Directors
- Ability to prioritize workload and self-manage a flexible work schedule to fulfill job duties which can include some evening and weekend activities and consultation with volunteers
- Ability to travel on occasion

SALARY RANGE: \$55,000-\$63,000 per year (DOE)

APPLICATION PROCESS

- Complete Application for Employment.
 - This can be found online at <https://casaprogram.org/exec-dir/>
 - You will need to include four references – two professional and two personal
- Submit a Resume
- Submit a Letter of Interest

Applications may be submitted in one of the following ways:

1. Online at <https://casaprogram.org/exec-dir/>
2. Emailed in PDF format to: hr@casaprogram.org
3. Mailed to:
Court Advocates for Children
Attn: Human Resources
P.O. Box 525, Ellensburg, WA 98926

Applicants must participate in any interviews that are requested. Finalists for the position may be asked to submit a writing sample. Applications submitted by April 13, 2020 will be given priority review.

Inquiries about the position or the application process may be directed to Carol Pidduck by email to carolpidduck@casaprogram.org or 509.899.2280.

ADDITIONAL INFORMATION

Applicants will be screened, and information verified per the release and authorization contained in the application. Finalists for the position may also be required to provide additional information and a notarized authorization and release for a background investigation.

The successful applicant will be required to submit to a fingerprint based criminal history record check through the FBI and WSP (or equivalent agency of another state). In addition, the successful applicant may be required to submit a certified copy of the applicant's driving record, a credit report and educational transcripts, at the applicant's expense.

Any offer of employment that is made will be contingent upon a satisfactory background investigation, including but not limited to, the results of a child abuse/neglect history check, a WSP and FBI fingerprint-based criminal and sex offender history check, a driving record check, credit check and verification of education. The successful applicant must have no disqualifying credit history, no disqualifying child abuse/neglect history, no disqualifying driving record, and no disqualify criminal history, including but not limited to, convictions or pending criminal charges involving sex offenses, crimes against children, or any other acts or history that pose a risk to children or the program. At the time of hire, the successful applicant will need to provide documentation showing authorization to work in the United States, as well as a copy of a valid driver's license and proof of insurance if the applicant operates a motor vehicle. In addition, the successful applicant must be bondable.