Position Title: Executive Director

Reports to: Board Chair

Status: Full-time, Exempt

POSITION DESCRIPTION

Reporting to the Board of Directors, the Executive Director (ED) will have overall leadership and implementation of the strategic direction for CASA of the Fox Cities. This includes but is not limited to fundraising, personnel, programming, community relations, expansion, and overall execution of its mission. They will develop deep knowledge of the field, core programs, operations, and business plans.

POSITION RESPONSIBILITIES

Management & Administration

- Develop organizational goals and objectives consistent with the mission and vision of CASA of the Fox Cities.
- Develop and oversee all programs, services, and activities to ensure that program objectives are met.
- Ensure ongoing local programmatic excellence and compliance with the National CASA/GAL Association for Children standards.
- Ensure ongoing evaluation of the program, child needs, and organizational resources to ensure organizational sustainability and growth.
- Oversee business development.
- Ensure compliance with funding sources and regulatory requirements.
- Provide information for evaluation of the organization's activities.

Fiscal

- Follow ethical fiscal practices to assure that CASA of the Fox Cities merits the respect and trust of the public and that donors and prospective donors can have full confidence in the organization.
- Work with the Board to expand revenue-generating sources to support existing program operations and organizational growth.
- Develop, recommend, and monitor annual and other budgets.
- Manage day–to–day fiscal operations within the approved budget Provide for proper fiscal record-keeping and reporting.
- Prepare and submit grant applications and funding proposals as appropriate.

Personnel

- Administer Board-approved personnel policies and provide continuous assessment of policies. Present recommended updates and revisions as necessary.
- Ensure proper (legal) hiring and termination procedures.
- Lead, coach, develop, and retain a high-performing staff.
- Ensure that all staff and volunteers receive the level of training and support needed to effectively perform their roles.
- Oversee an annual performance review process for all staff that includes regularly scheduled progress updates and support to be successful in their roles.
- Lead and support a work environment that promotes diversity of thinking and generates improvement ideas for effective staff functioning and teamwork behaviors.

- Engage in team-building efforts and techniques to promote staff ability to meet shared work goals, develop positive working relationships, and live out the CASA mission.
- Identify and maintain working relationships with contractors, vendors and other external parties.

Board Relations

- Assist the Board of Directors with completing the strategic planning process for the organization.
- Assist the Board Chair in planning the agenda and materials for Board meetings.
- Initiate and assist in developing policy recommendations and in setting priorities.
- Collaborate with the Board to expand revenue generating sources from the community.
- Develop, recruit, maintain, and support a strong Board of Directors; serve as ex-officio of each committee, seek and build Board involvement with strategic direction for both ongoing local operations, as well alignment with national standards.
- Assist in the recruitment of qualified Board members that meet organization needs.

Public Relations & Communication

- Effectively communicate the CASAFC mission throughout community networks to establish widespread awareness of the vital role of CASA in promoting the well-being of children in the community.
- Be an external presence that publishes and communicates program results with an emphasis on the successes of the organization.
- Assist staff in deepening and refining all aspects of communications—from the web and social media presence to external relations, with the goal of creating stronger brand awareness.
- Build partnerships, establish and foster relationships with funders, political and community leaders to meet organizational, child and family needs.
- Serve as chief liaison with specific community groups.
- Ensure appropriate representation of CASA of the Fox Cities by all employees.
- Coordinate representation of CASA of the Fox Cities to legislative bodies and other groups.
- Actively engage and energize CASA of the Fox Cities advocates, volunteers, Board members, committee members, alumni, partnering organizations, and donors.

QUALIFICATIONS AND REQUIREMENTS

The Executive Director (ED) will be committed to CASA of the Fox Cities' mission, values, and goals. The ideal candidate will demonstrate strong leadership, organizational management, and relationship-building experience.

Job Requirements

- Bachelor's degree required; advanced degree preferred.
- Five to seven years of progressive leadership experience in a nonprofit organization, including proven management experience.
- Experience working with a Board of Directors, managing budgets, fundraising, and strategic planning.
- Commitment to CASA of the Fox Cities' mission, values, national standards, and diversity, equity, and inclusion initiatives.
- Completion of CASA of the Fox Cities' 30-hour Advocacy Training.
- Valid driver's license and access to personal transportation for job-related travel.
- Completion of criminal and child welfare background checks.

Knowledge, Skills, and Abilities

- Knowledge of nonprofit management, Board governance, and issues affecting children and families experiencing abuse, neglect, or crisis.
- Strong leadership and organizational management skills, including the ability to coach staff, develop high-performing teams, and achieve strategic goals.
- Ability to manage budgets, evaluate program outcomes, and make data-driven decisions.
- Strong communication, marketing, public relations, fundraising, and event planning and execution skills.
- Ability to build and maintain positive relationships with Board members, donors, staff, volunteers, community partners, and diverse stakeholders.

- Ability to work collaboratively, demonstrate inclusiveness, and respect individual differences.
- Strong problem-solving skills with an adaptable, innovative, and results-oriented approach to leadership.
- Ability to sit or stand for extended periods, occasionally navigate stairs and residential homes, and move items weighing up to 50 pounds.

CASA of the Fox Cities provides equal employment opportunities to all employees and prohibits discrimination and harassment of any type without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, genetic information (including family medical history), political affiliation, military service, or other non-merit-based factors.

Employee Signature: _____ Date: _____

Board of Directors Chair: _____ Date: _____

Approved by Board of Directors 11.16. 2026