



## **CASA OF SOUTHWEST IDAHO EXECUTIVE DIRECTOR**

CASA of Southwest Idaho 3rd District Guardian ad Litem Program is seeking a highly qualified and motivated individual to serve as the program Executive Director. The Executive Director is responsible for the overall management of the program and all aspects of the agency operations. This involves the supervision and coordination of a volunteer service program based in Caldwell, Idaho that provides court advocacy services to children in foster care, throughout the 3rd Judicial District. Resource development, relationship building, agency and program planning, personnel and fiscal management are all critical responsibilities of this position.

### **The ideal candidate will:**

- Be highly organized;
- Have education and experience in Public Administration, Human Services, or a related field, with a Master's Degree preferred;
- Have supervisory or management experience with a minimum of 3 years in administration of volunteer, nonprofit, or public service agencies;
- Have excellent written and verbal communication skills, including presentation and training acumen;
- Work effectively with a volunteer Board of Directors, a fleet of volunteers, a driven professional and support staff, judges, court officials, county and city officials, and legislators;
- Effectively and timely apply for grants, set fundraising goals, submit reimbursements, make grant administration decisions and do reporting;
- Prepare and present annual budgets and quarterly budget updates with annual program goals;
- Oversee strategic community partnerships;

- Keep confidential information and use discretion commensurate with sealed court cases;
- Have a proven track record in fundraising, charitable giving campaigns, and/or sustainable donor efforts.

The successful candidate will also have demonstrated the ability to shift gears seamlessly from advocacy debriefing to fiscal reporting to fund solicitation. This position requires a great deal of empathy for children we advocate for, staff who often experience vicarious trauma, other professionals and agencies experiencing burnout and staff shortages, and volunteers who seek direction and assistance in their work on behalf of children and families. Unique challenges often come at the director one after the other, and the expectation is that these needs will be met as efficiently, effectively, and creatively as possible. Communication with staff, volunteers, the Board of Directors, and funding agencies is paramount, as is the ability to have difficult conversations on critical matters with stakeholders, staff, and volunteers.

CASA of Southwest Idaho is a growing program. It currently serves over 500 children in 6 counties that make up the Third Judicial District. It has nearly 100 volunteers, and a highly qualified and motivated staff of fulltime and part time employees performing a variety of functions. A thorough background check and fingerprint process will be undertaken on the final candidate(s). Position open until filled.

Starting salary range -\$55k-\$60k with health benefits, paid time off, included.  
Send a resume and cover letter to: CASA of SW Idaho

PO Box 789

Caldwell, Idaho 83606

ATTENTION: ExD Recruitment or

Email [Director@3rddistrictguardian.org](mailto:Director@3rddistrictguardian.org)