



**Job Title:** Montana CASA/GAL Association Executive Director  
**Salary:** \$50,000  
**Location:** Helena, Montana

This position, along with the Montana CASA/GAL Board of Directors, is responsible for developing and managing a CASA/GAL state organization. The Executive Director receives direction and guidance from Montana CASA/GAL Board of Directors and works collaboratively with local CASA/GAL program directors to identify and plan for the needs of the organization and Montana CASA/GAL programs. This position will report to the MT CASA/GAL Association's Board of Directors.

**Examples of Duties:**

**A. Core Services**

Working in partnership with National CASA/GAL and Montana's local CASA/GAL programs, the State Director ensures the provision of the following core services:

1. Provide support and technical assistance to local CASA/GAL programs.
2. Support the development of new CASA/GAL programs in the state.
3. Create opportunities for communication, networking, sharing of information, and support for CASA/GAL program staff.
4. Disseminate current information to local CASA/GAL programs regarding federal and state legislation, policy changes, trends in child welfare and court improvement and court decisions that impact the work of CASA/GAL programs.
5. Increase awareness of CASA/GAL's work and the needs of children who are abused and neglected by providing information to targeted groups and the public.
6. Provide information and technical support on resource development to local CASA/GAL programs.

**B. Financial Management & Fund Development**

1. Works with Board Treasurer and/or appropriate board committee to develop operating budget.
2. Works with appropriate board committee to develop, implement and evaluate short- and long-term fundraising plan to ensure adequate, diversified funds are secured to support the organization's current operations and planned growth.
3. Coordinates state fundraising events.
4. Researches, identifies and solicits appropriate foundations and other funders to support fundraising goals.
5. Oversees management of financial records and bookkeeping and banking responsibilities to ensure accurate financial reporting and compliance with internal financial controls.
6. Oversees preparation of financial reports for grantors, board of directors and others.
7. Oversees preparation of checks for expenditures.

**C. State and National Representation**

1. Serves as liaison between National CASA/GAL and local CASA/GAL programs.

## **State Director Job Description, continued**

2. Cultivates and maintains relationships with appropriate state agencies and private organizations to advance CASA/GAL's mission.
3. Represents CASA/GAL on appropriate statewide committees and coalitions dealing with children's issues.

### **D. Board Support and Development**

1. Works with Montana CASA/GAL Board of Directors to develop, implement and evaluate progress toward a work plan for the statewide organization.
2. Works with Board of Directors to develop, implement and evaluate progress toward the long range strategic plan for organization.
3. Supports Board of Directors and committees in pursuing goals of strategic plan and otherwise carrying out their responsibilities.
4. Assists Board of Directors in assessing needs of board, identifying gaps in expertise and training needs, recruiting and screening board candidates, and orientating new members.
5. Prepare a Montana CASA/GAL Board of Directors orientation and protocol for new board members.

### **E. Quality Assurance & Risk Management**

1. Ensures the organization is in compliance with National CASA/GAL Standards for State Organizations.
2. Completes the Standards Self-Assessment for State CASA/GAL/GAL Organizations as required.
3. Works with Board of Directors to develop, implement, evaluate and revise Risk Management plan.

### **Preferred Knowledge, Skills and Abilities:**

- Minimum of Bachelor's Degree in Social Work, Education, Psychology, Non-Profit administration, Law, or related field with 3 years+ professional experience.
- Knowledge of child welfare system in Montana.
- Some knowledge of roles and responsibilities of the judicial and legislative branches.
- Knowledge of state demographics and resulting challenges to individual programs.
- Ability to represent all Montana CASA/GAL Programs equally and professionally.
- Ability to work with diverse groups and individuals while pursuing common goals.
- Ability to conduct program planning, development, implementation, and evaluation.
- Ability to negotiate, generate alternative options for problem solving, and develop consensus solutions or plans among local CASA programs.
- Ability to establish and meet fundraising goals for state CASA/GAL organization.
- Ability to write and submit quality grant applications.
- Ability to organize project elements, construct project management timelines, monitor project progress, and adhere to timelines.
- Ability to both accept direction and initiate and sustain work efforts without close supervision.
- Ability to drive by car to perform state association business within the state.

### **Application Instructions:**

If interested in being considered for this position, please attach a resume and cover letter in an email to [mtcasagalsearch@gmail.com](mailto:mtcasagalsearch@gmail.com) The position is open until filled.

*Montana CASA/GAL Association is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, gender, sexual orientation, disability, age, or religion.*