

CASA OF THE EASTERN PANHANDLE

Job Title: Deputy Director

Reports to: Executive Director

Location: CASA of the Eastern Panhandle

Status: Full-time, Exempt

Position Overview

CASA of the Eastern Panhandle (CASA-EP) seeks a collaborative and solutions-oriented Deputy Director to join its Executive Team as a strategic thought-partner in supporting CASA's mission to advocate for vulnerable children and youth who have experienced abuse or neglect. This is an exciting opportunity to help lead and manage a growing, dynamic, volunteer-driven organization impacting the lives of over 400 children a year across Berkeley, Jefferson, and Morgan counties.

Reporting to the Executive Director, the Deputy Director will have primary responsibility for ensuring the effective execution of the organization's core volunteer advocacy program, its youth-serving initiatives, and other programs designed to support safety, healing, and resiliency for the children we serve. The Deputy Director will be a senior leader focused on the internal workings of the organization, from program planning and budgeting to team and process development, as well as some external priorities such as collaboration with other community stakeholders. Working closely with the Executive Director, the Deputy Director will guide the organization's growth while fostering a strong culture of collaboration and accountability. Qualified candidates will be experienced, approachable, detail-oriented, and able to manage a large number of varied projects simultaneously.

Key Responsibilities

Program Oversight and Volunteer Management

- Lead responsibility for all program management, ensuring CASA-EP consistently pursues best practices and systems improvements.
- Oversee the expansion and development of new programs designed to better serve children and families, ensuring alignment with the organization's budget and strategic goals.
- Supervise program managers and staff, including those who manage and support approximately 70 CASA volunteers advocating for children in foster care.
- Ensure high-quality volunteer training and development programs are in place, emphasizing both pre-service and in-service training that equips volunteers with the skills and knowledge they need to advocate effectively for children.
- Develop and implement volunteer retention strategies, focusing on providing continued support, recognition, and opportunities for growth to maintain high levels of engagement and satisfaction. Create a culture of appreciation and connection among volunteers, encouraging long-term involvement.
- Lead efforts to evaluate impact, including robust program data collection, volunteer surveys and performance metrics, and child outcome measures, ensuring continuous improvement as we expand our reach.

- Primary responsibility for annual planning, budgeting, and financial tracking related to program operations, ensuring resources are aligned with program goals and that programs are delivered efficiently and effectively.

Staff Leadership and Development

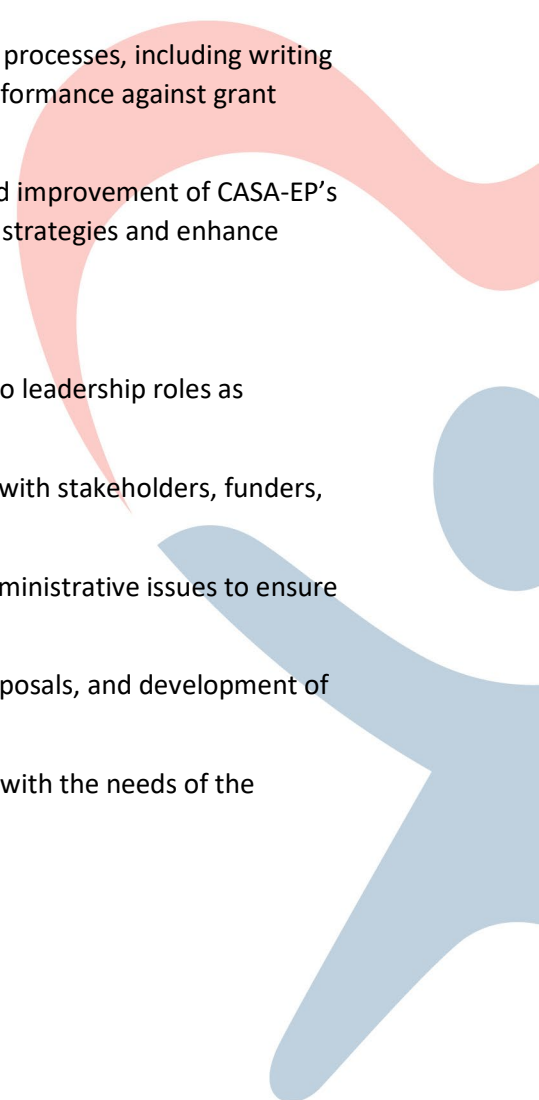
- Directly manage a growing team of program staff, ensuring they are supported and equipped to excel in their respective areas.
- Lead staff training and development functions, including leadership of performance management processes, fostering professional growth, and providing ongoing coaching and mentoring.
- Initiate team-building activities and cultivate a healthy organizational culture focused on transparency, respect, and collaboration.
- Manage human resource functions, including recruitment, onboarding, employee relations, benefit administration and professional development.

Grant Management and Strategy Evaluation

- Manage awards, ensuring proper reporting, invoicing, and compliance with funder requirements.
- Collaborate with the Executive Director to manage and refine grant processes, including writing proposals, managing grant compliance, and evaluating program performance against grant objectives.
- Lead program evaluation processes to ensure continual learning and improvement of CASA-EP's core and new services, using data-driven insights to refine program strategies and enhance impact.

Other Executive Functions

- Serve as the primary back-up to the Executive Director, stepping into leadership roles as needed.
- Represent CASA-EP in community partnerships, including meetings with stakeholders, funders, and program partners.
- Collaborate on organizational development, priority setting, and administrative issues to ensure alignment across all functions.
- Support fundraising efforts, including donor engagement, grant proposals, and development of community partnerships to expand funding opportunities.
- Maintain flexibility to take on additional responsibilities and evolve with the needs of the organization as it expands.



Qualifications

- **Educational Background:** Bachelor's degree required; advanced degree in management, nonprofit administration, public administration, human resources, or a related field highly preferred.
- **Experience:** Minimum of 7-10 years of experience in management, with interdisciplinary experience in operations, program management, human resources, and grant management. Experience in nonprofit or volunteer management preferred.
- **Leadership Skills:** Strong experience managing teams, with a proven track record in staff development and volunteer management, including supervising, coaching, and evaluating employees and volunteers.
- **Program and Grant Management:** Expertise in program development, including the launch of new programs, grant processes, and program evaluation.
- **Operational Expertise:** Excellent operational management skills, including budgeting, financial oversight, contract management, and compliance.
- **Communication Skills:** Exceptional verbal and written communication skills, with the ability to communicate complex information clearly to staff, volunteers, funders, and community partners.
- **Problem-Solving and Strategic Thinking:** Strong analytical and decision-making experience, with the ability to evaluate multiple perspectives and provide sound recommendations.
- **Collaboration:** Ability to foster a collaborative, service-oriented work environment that encourages teamwork and productive discussions across the organization.
- **Mission Alignment:** Passion for CASA's mission and a deep commitment to advocating for children in the child welfare system.
- **Flexibility and Initiative:** Self-starter with a proactive approach to problem-solving, able to thrive in a dynamic, growing, mission-driven environment.

Compensation and Benefits

- Competitive salary commensurate with experience.
- Comprehensive employer-paid medical benefits.
- Retirement plan with employer match contribution.
- Generous paid time off, holidays, and professional development opportunities.

Please send a cover note outlining your interest and your resume to admin@mycasaep.org

Posting Date: October 21, 2024

