



January 2024

**JOB TITLE:                               Executive Director, Marin CASA -  
Marin Court Appointed Special Advocates**

Marin Court Appointed Special Advocates (Marin CASA) is a nonprofit agency that oversees CASAs. CASAs are local, specially-trained volunteers who provide consistency and support for children in the Marin County Juvenile Court System.

Marin CASA is one of over 900 independent nonprofits within the national CASA network. Each organization works within a specific geographical area. For more than 40 years, CASAs have been standing up for the best interests of these children by their consistent and focused attention and care.

Marin CASA is a small organization that has the potential to have a large local impact. In 2023, Marin CASA supervised 70 volunteers who provided services to more than 100 children.

**PROGRAM:** Marin CASA recruits, screens, trains, and supervises Marin-based volunteers who are provided with more than 30 hours of formal training, ongoing supervision, and regular continuing education opportunities. Marin CASA volunteers (CASAs) remain with the child from when the court requests support — to the end of each case, sometimes years later.

Each CASA advocates for the child’s fundamental needs including medical, mental health, educational, cultural, and a permanent home. The CASAs review records and research information; they talk to everyone involved in the child’s life. CASAs have contact with social workers, attorneys, parents, teachers, family members, foster parents, health professionals and, of course, the children themselves. They build a relationship with the child, learn his or her unique history and provide consistency and stability during an extremely difficult time in that child’s life. They consider the child’s wishes and formally present to the court their research and recommendations for care. Marin CASAs advocacy is driven by the guiding principle that children grow and develop best with their family of origin if that can be safely achieved.

The value of a CASA cannot be overstated. CASAs have the unique opportunity to be focused solely on the best interests of the child. By being a consistent and caring presence in the child’s life during a time of great disruption and uncertainty, a CASA can be the one stable thing a child experiences. Research shows that outcomes for youth who are provided with a CASA are significantly better than those without this support.

**POSITION SUMMARY:** The Executive Director of Marin Court Appointed Special Advocates (Marin CASA) is responsible for the overall management of Marin CASA including: setting and leading the strategic direction with the Board of Directors and staff; oversight and growth of the agency budget; management of personnel; fundraising; communications, public relations and external partnerships; oversight of program and board development. The ED provides leadership that upholds the values and mission of Marin CASA, while ensuring the sustainability of the organization. This role requires a leader who can engage in — and foster — healthy communication required in this environment, which is impacted by the trauma often experienced by the children we serve.

**REPORTING RELATIONSHIPS:** The ED reports to the Executive Committee of the Board. The ED directly supervises the Program Director, the Development & Communications Associate and oversees the Development Consultant. When fully staffed, Marin CASA has 5-7 employees, both full and part time. After recent restructuring, several positions at Marin CASA are currently being recruited for — this is an exciting time to create and build a new team.

**ANNUAL BUDGET:** \$900,000

**RESPONSIBILITIES:** Specifically, the Marin CASA Executive Director:

- Provides leadership to the staff, the Board, volunteers and the community at large, by modeling and upholding Marin CASA's mission and values. Builds organizational capacity to meet the demand for our services and ensures Marin CASA's positive reputation within the community.
- Is ultimately responsible for the delivery of Marin CASA programs; and, with the Program Director - ensures the quality of program that has deep and long-term impact on the Foster Youth of Marin County; participates in program planning, development and evaluation by and with staff.
- Recruits, nurtures and inspires a passionate, diverse professional staff that has clearly delineated responsibilities. Establish accountability and reporting mechanisms that ensure a robust work product within a structured hybrid environment.
- In collaboration with Board and staff, builds and maintains authentic relationships with funders and prospective donors and has major responsibility for helping to enhance, maintain, and develop diverse revenue streams. The ED must be able to successfully engage with individual donors and other funders to communicate the lasting impact that a CASA can provide to a child.
- Is the external face of Marin CASA — cultivates robust partnerships, is a steward for new and prospective donors; recognizes and deepens relationships with current supporters, and educates the public at large to further Marin CASA's mission.
- Plans, leads and executes Marin CASA development efforts (sometimes in consultation and work with an external consultant) but is ultimately responsible for all development. Oversees the research, writing and submission of grant proposals and related reporting; manages and pursues individual, corporate, community, government and foundation relationships; develops and manages events; writes and plans direct mail and donor campaigns; oversight of fundraising donor database.
- Develops the annual budget and ensures proper controls in accordance with the guidelines of funding sources and with sound accounting practices. Maintains fiscal solvency of agency, working with the Board Finance Committee and a contract bookkeeper.

- Leads long-range planning and visioning, including assessment of programs in partnership with the Board and staff. Ensures that the Marin CASA strategic plan is fulfilled and updated as necessary.
- Ensure the staff and volunteers have access to the tools, training and information necessary for maintaining Marin CASA programs; encourage open and productive communication.
- Facilitate the organization's day-to-day operations to meet the organizational needs and ensure compliance with National CASA and CA CASA standards.
- Ensure compliance with all policies, legal and contractual obligations.
- Maintains strong, collegial relationships with partners, community leaders, the Court, and other related programs, government agencies and elected officials; represents Marin CASA in coalitions and collaborative projects; works to enhance and develop relationships that benefit Marin CASA overall. Actively engages in policy issues affecting Foster Youth in Marin County, and assures that Marin CASA has a voice in said efforts.
- Engages, develops and encourages a strong, active Board that assists Marin CASA in fulfilling its mission. Ensures that the Board is actively involved in governance, planning, fundraising and outreach activities that help build relationships that benefit Marin CASA. Help recruit and retain Board members. Ensure that the Board is supported in fundraising efforts. Informs the Board of any significant change in financial or operational status; ensures organizational risks are well known and managed.
- Along with staff and Board, serves as an agency spokesperson and is actively engaged in public relations and media communications. Provides strategic oversight in all marketing, branding and communications efforts.
- Ensures that the personnel policies of Marin CASA are adhered to in all hiring and employment practices. With the Program Director, provides staff development activities that upgrade employee skills and motivates performance. Mentors and supports staff, while allowing for independence and growth.

**IDEAL BACKGROUND:**

- Demonstrated passion for and commitment to any of the following: Foster Youth, the nonprofit sector, social welfare, and/or mental health services and related issues. This should be evident from your work and volunteer experience. Please expound on this in your cover letter.
- Able to maintain a culture that cares for those who are navigating deeply challenging and sometimes traumatic situations.
- Emotional maturity — someone who is both confident and approachable; who inspires and honors trust and confidentiality.
- Solution-oriented; able to inspire possibility yet maintains attention on accomplishing important work efficiently.
- Resourceful—able to set goals and respond to challenges creatively.
- Marin County-based.

- 5-7 years experience in non-profit management as an executive director, program director or equivalent.
- Verifiable success in a wide range of development activity; major donor, grant writing and reporting, event management.
- Financial acumen; budgeting and financial management.
- Experience working with and for Boards of Directors.
- Proven ability to build and maintain highly-motivated and diverse staff.
- Visionary yet grounded.
- Exemplary communication skills including public speaking and writing; ability to network with community partners, court representatives, government staff, business executives, foundation officials, donors and the media.
- Possess integrity, a strong work ethic and commitment to upholding the Marin CASA mission, and values.
- A Master's degree in a related field preferred.
- Physical requirements include: prolonged sitting at a desk, working on a computer keyboard, writing, reading, driving to and attending meetings and court in Marin County.

***Marin CASA conducts reference checks and criminal background checks on all new hires. All Marin CASA employees must consent to: Livescan Screening with Child Abuse Central Index, Social Security Verification, National/Local Sex Offender Registries, Megan's Law, OFAC (government watch list) and National Criminal Database. A candidate whose background check is unacceptable to Marin CASA will not be hired.***

Job Type: Full-time/Hybrid

Salary: \$120,000.00 - \$150,000.00 Final offer commensurate with experience.  
Benefits include PTO, 401k, Medical, Dental & Vision

**Please submit a cover letter that tells us why Marin CASA is the right place for you, along with your resume, no later than February 2, 2024 to:**

**[MarinCASA@articulateintegrity.com](mailto:MarinCASA@articulateintegrity.com)**

**Resumes will be reviewed as they are received.**

*Marin CASA is an Equal Opportunity Employer committed to creating a diverse and inclusive company culture. Marin CASA does not discriminate against candidates and employees because of their*

*disability, sex, race, gender identity, sexual orientation, religion, national origin, age, veteran status, or any other protected status under the law.*