



CASA OF HILL COUNTY TEXAS

E-Mail: [apply@casaofhillcountytexas.org](mailto:apply@casaofhillcountytexas.org)

Web site: <http://www.casaofhillcountytexas.org>

## JOB POSTING

<b>Position:</b>	Executive Director
<b>Position Description:</b>	<p>Program Management</p> <ul style="list-style-type: none"><li>• Leads day-to-day budget/fiscal management</li><li>• Leads resource development and fund raising including:<ul style="list-style-type: none"><li>○ grant writing and management,</li><li>○ special and fund-raising events,</li><li>○ annual campaign,</li><li>○ major gifts,</li><li>○ planned giving</li></ul></li><li>• Leads day-to-day agency operations and task</li><li>• Leads Strategic Planning and Development for the Hill County CASA program</li><li>• Serves as liaison to the following:<ul style="list-style-type: none"><li>○ Hill County CASA Board</li><li>○ Community and public relations</li><li>○ Liaison with state and national associations</li><li>○ Key stakeholders</li><li>○ Coordination with Courts</li><li>○ Child Protective Services</li></ul></li><li>• Recruitment and Supervision of Volunteers</li><li>• Supervision of any other salaried personnel, as needed.</li></ul> <p>To see the more about CASA and our mission visit the agency website at <a href="http://www.casaofhillcountytexas.org">http://www.casaofhillcountytexas.org</a></p>
<b>Qualifications:</b>	Bachelor's Degree and Five years experience in Social Work, Administration or Experience with non-profit organization,
<b>Requirements to Apply:</b>	Completed Application available at <a href="http://www.casaofhillcountytexas.org">http://www.casaofhillcountytexas.org</a> plus cover letter and resume
<b>Closing Date:</b>	Open until Filled