



Position: Program Director

Reports to: Chief Executive Officer (CEO)

POSITION SUMMARY

The Program Director is responsible for leading the Court Appointed Special Advocates (CASA) Advocacy Program and Staff, Volunteer Recruiting and Training initiatives as well as Information Technology and Social Media Community Outreach. The Program Director will ensure quality control and provide organizational leadership to meet the needs of the Juvenile Court and the children to whom Atlanta CASA Advocacy Coordinators and Community Volunteers are appointed to serve.

DUTIES AND RESPONSIBILITIES

- Create and support a high-performing culture in the programmatic areas of the organization, aligned with CASA's organizational values. Collaborate to retain and engage staff who are highly qualified, thoroughly trained, effectively coached, and whose morale and sense of accountability are both high
- Investigate, evaluate and implement (as appropriate) new and / or added program services available to CASA organizations
- Establish a Volunteer recruiting and training strategy including a recruiting client database, performance evaluation and metrics
- Assist in the organization's annual budgeting process, ensuring that the programmatic needs of the organization are considered. Exercises sound judgment and thorough attention to budgetary priorities and constraints in the oversight of programmatic expenditures throughout the year
- As requested, and / or in the absence of the Chief Executive Officer leads internal meetings, and participates or provides requested information to the Atlanta CASA Board of Directors
- Ensure that CASA's day-to-day programmatic operations meet or exceed Georgia CASA and National CASA standards and are in full compliance with all Fulton County CASA policies as well as fulfills CASA's obligations as guardian *ad litem* under Georgia law and the expectations of Fulton County judges
- Collaborates with the CEO, Program Manager and others as appropriate, to develop appropriate programmatic outcome measures based on CASA's mission, vision and strategic goals and to ensure that indicators of those outcome measures are consistently tracked. Establish annual program goals and objectives and track results against these goals
- Lead and support efforts to research, identify and consistently achieve best practices in volunteer-based child advocacy toward fulfillment of CASA's vision and strategic goals

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- Monitor emerging needs in the Fulton County child welfare system, and lead CASA's periodic programmatic needs assessment and planning process in accordance with Georgia and National CASA standards. When needs or opportunities are identified, lead and support the development of new services and pilot projects, including integrating successful pilots into CASA's ongoing child

advocacy. Work to assure the sustainability of CASA's emphasis on engaging families and being trauma-informed

- Implement and monitor policies and procedures, ensuring potential areas of risks and liabilities are eliminated
- With the CEO, ensure all obligations and duties to stakeholders are being met, including attending monthly meetings, following through on commitments and representing responsibly while maintaining effective relationships with judges and other stakeholders in the Fulton County child welfare system, and with counterparts in other large urban CASA programs in the nation
- Serve as a leader and champion of changes to child safety practices and procedures • Provide leadership and management of the Program Manager, Advocacy Coordinator Team, Volunteer Recruiting and Training, Information Technology and Social Media Community Outreach
- Approve goals of the Program Manager, Advocacy Coordinator team, Recruiter and Trainer; conduct and / or review performance evaluations as appropriate • Participate and / or provide continuing education opportunities relevant to the Program
- Ensure that the CASA program adheres to the requirements set forth through contractual agreements with granting agencies such as Georgia CASA and National CASA
- Review program and grant reports and monitor metric performance. Take corrective action as needed
- Attend Court, as needed, to promote high level of service delivery and instill Volunteer confidence
- Ensure the timely update and management of the database of case information and volunteer information
- As requested, with the CEO, lead and / or participate in Fundraising Events
- As requested, and / or in the absence of the Chief Executive Officer represent Atlanta CASA at public events, community activities, National or GA CASA meetings, etc • Ensure that Atlanta CASA volunteer recruitment, screening, training and retention efforts are aligned with National, Georgia and Local standards, policies and procedures

COMPETENCIES

- Advocacy Aptitude, Attitude and Experience
- Business Acumen / Strategic Thinking
- Leadership (Internal & External Resources)
- Management (Internal & External Resources)
- Legal Experience with Child Welfare System ● Non-Profit Governance and Leadership
- Relationship Building & Management
- Communication

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- Ethics / Integrity
- Fundraising
- Knowledge of Child Welfare System / Laws
- Knowledge of National & GA CASA Policies and Standards

DESIRED QUALIFICATIONS

Juris Doctorate or Master's Level degree in social work or a related field. Extensive experience may be substituted for degree

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

Resumes should be sent to ceo@atlantacasa.org.

No phone calls.

Open until filled.