



**Central Georgia CASA, Inc.  
Position Announcement  
Executive Director**

Central Georgia CASA provides court-appointed volunteer advocates for abused and neglected children in juvenile court to ensure that all children have a safe, permanent, nurturing home. Central Georgia CASA seeks an Executive Director who will work with the Board of Directors to meet the mission of the organization and ensure effective advocacy for dependent children in the Macon Judicial Circuit, which is comprised of Bibb County, Crawford County and Peach County.

The successful candidate will:

- Manage and direct the activities of a paid professional and administrative staff, including hiring and performance management, training, and professional development;
- Identify, secure and maintain funding, in kind contributions and relationships from and with grant making organizations, corporations and community organizations;
- Develop the comprehensive fund raising plan of the organization, and implement that plan in cooperation with the board of directors, including individual donors, special events and local, state and federal grants.
- Along with the Board of Directors, develop and implement short and long term plans;
- Serve as the agency spokesperson and organizational representative to the community;
- Partner with the Board of Directors to identify, recruit, and retain board members and volunteers.

The successful candidate will have concern and passion for children's safety, well-being and permanency and a significant track record in leading and managing a dynamic organization. A master's or bachelor's degree in business or public administration with minimum of three-years related experience in administration of volunteer, non-profit or public service agency, or a master's or bachelor's degree in social work, psychology, or related area with requisite experience in administrating an organization or division involved in human social services. Candidates will demonstrate strong skills in fiscal management, resource development and maintenance, agency and program planning and public relations. Previous experience working with volunteers and knowledge and understanding of child abuse and neglect, families in crisis and other social services skills are given priority.

The position offers a competitive salary package.

Please send a cover letter, resume, and three references to:

David H. McCain, Board Chair  
P.O. Box 1752  
Macon, Georgia 31202

Cover letter, resume and references may be submitted by email to: [david@childersmccain.com](mailto:david@childersmccain.com)

Application Deadline: June 20, 2025

Please see following pages for the complete job description.



**Central Georgia CASA, Inc.  
Executive Director  
Job Description**

The Executive Director is responsible for the overall management of the CASA organization. This primarily involves the supervision and coordination of a volunteer service program that provides CASA services to abused and neglected children involved in Juvenile Court deprivation proceedings. Key responsibilities include, but are not limited to: 1) Resource development and maintenance; 2) Agency and program planning; 3) Community and public relations; 4) Personnel management; 5) Agency liaison to the Board of Directors, and 6) Fiscal management.

**Resource Development and Maintenance**

1. Research and prepare grant proposals and other funding applications.
2. Develop and maintain a donor base for both monetary and non-monetary resources.
3. Develop and maintain a donor tracking system.
4. Work with the Board in any fundraising events or activities.

**Agency and Program Planning**

*Short-term*

1. Meet regularly with program staff a) to determine and discuss any problems or plans involving volunteers (recruitment, training, screening, and supervision), court staff, agency personnel, agency operations; b) to be kept informed of all relevant activities of the agency.
2. Prepare quarterly program reports.
3. Keep Juvenile Court administration and other child welfare agencies apprised of agency directives and activities.
4. Oversee agency and program compliance with established policies and procedures.

*Long-term*

1. 1. Develop, implement, and maintain tracking systems for both volunteers and caseload files.
2. Develop and initiate time-oriented strategic plans to establish agency goals (e.g. 1 year, 3 year plans).
3. Review program/agency progress and compare to goals and objectives.
4. Assure compliance with National and Georgia CASA standards.
5. Attend and work with National and Georgia CASA programs through conferences and meetings.

### **Community and Public Relations**

1. Coordinate public relations with the purpose of recruiting volunteers and increasing public awareness of the CASA program and its goals and objectives.
2. Develop and maintain relationships with all appropriate groups, agencies, and organizations, and any all other child advocacy agencies and community service organizations.
3. Oversee release of press packets and news releases, and follow-up any media coverage.
4. Approve all written public relations material printed by agency.
5. Be available for public speaking engagements.

### **Personnel Management**

1. Hire and supervise program staff.
2. Write and revise, as necessary, the job descriptions for all staff.
3. Prepare yearly performance evaluations for staff.
4. Staff development.

### **Board of Directors Liaison**

1. Attend all board meetings.
2. Oversee implementation of all board directives, policies and procedures.
3. Serve as a liaison between board and staff.
4. Keep board apprised of agency operations, changes, and problems.
5. Monitor board committee activities and attend committee meetings as needed.

### **Fiscal Management**

1. Manage day-to-day fiscal operations.
2. Submit financial reports to grantors as required.
3. Assist in developing annual budget.
4. Assist Treasurer in preparing the audit and 990 forms.

### **Qualifications**

A master's or bachelor's degree in business or public administration with minimum of three-years related experience in administration of volunteer, non-profit or public service agency, or a master's or bachelor's degree in social work, psychology, or related area with requisite experience in administrating an organization or division involved in human social services. Candidates will demonstrate strong skills in fiscal management, resource development and maintenance, agency and program planning and public relations. Previous experience working with volunteers and knowledge and understanding of child abuse and neglect, families in crisis and other social services skills are given priority.

478.238.6318  
478.238.6320 fax

[www.cgcasa.org](http://www.cgcasa.org)

*Affiliated with Georgia Court Appointed Special Advocates, Inc.  
Member of National Court Appointed Special Advocates, Inc.*