

**Casa of Lafourche, Inc.**  
406 W 3rd St, Thibodaux, LA 70301  
[ashley@barriosagency.com](mailto:ashley@barriosagency.com) (Board President)  
**EXECUTIVE DIRECTOR JOB DESCRIPTION**

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CASA of Lafourche, Inc. is searching for a qualified individual for the Executive Director Position who has the passion to drive successful operations for the betterment of the children in foster care in Lafourche Parish.

**QUALIFICATIONS:**

The position of Executive Director of CASA of Lafourche, Inc. requires a bachelor's degree.

Required qualifications for this position include proficient supervisory/management, interpersonal, organizational, written and oral communication, conflict resolution, problem solving, leadership, and computer/technology skills.

Experience in the following areas are preferred: not-for-profit management, organizational development, program development, human resources, project management, grant writing, training, marketing/public relations, fund development, program management/administration, budget preparation, and volunteer management.

The Executive Director of CASA of Lafourche, Inc. must be self-motivated, flexible, goal oriented, creative, resourceful, and have the ability to motivate and develop staff. Most importantly, he/she should have a sense of mission to children's issues.

**Please send your resume to Ashley Barrios, Board President at CASA of Lafourche, at [ashley@barriosagency.com](mailto:ashley@barriosagency.com).**

**RESPONSIBILITIES:**

The Executive Director is responsible for achieving the following results:

**Human Resources**

- Directly supervise in-office personnel and indirectly oversee volunteer advocates.
- Execute personnel selections, demotions, reprimands, and terminations.
- Approve personnel sick leave, vacation leave, and flex time.
- Ensure resolution to all labor and workplace conflicts.
- Process bi-monthly payroll with our CPA.
- Complete annual personnel performance evaluations.
- Select and implement health insurance and supplemental insurance benefits.
- Create and update all job descriptions.
- Conduct staff meetings.
- Update and implement Employee Policy and Procedural Manual and Volunteer Policy and Procedural Manual, and update Board of Directors Procedural Manual, Board of Directors By-Laws, and Program Financial Procedures.
- Assist with coordinating Board of Directors meetings, reports, evaluations, orientation, and new member recruitment.
- Review and offer final clearance determinations of background checks for all potential volunteers, current volunteers, and staff.
- Identify and secure personnel in- and out-of-state training.
- Coordinate all aspects of the program's annual Volunteer Appreciation event.
- Maintain confidential personnel files.

## **Program Management**

- Ensure that the program's web-based case management system is accurate, updated, and functional.
- Assure that CASA of Lafourche, Inc. is abiding by all national, state, local, and accrediting agency guidelines.
- Complete re-certification / accreditation processes.
- Coordinate all emergency procedures.
- Serve as the public relations contact for all advertising and marketing.
- Calculate and report monthly, quarterly, and annual programmatic statistical data to state and national stakeholders.
- Formulate Community Partnership/Working Agreements.
- Update and implement the program's Diversity & Inclusiveness Plan and Strategic Plan.

## **Project Management**

- Define project details, goals, and deadlines.
- Assess, direct, and manage all project development from beginning to the end.
- Coordinate all logistical aspects of projects.
- Identify and pursue additional stakeholders to support projects.
- Set and manage project expectations with stakeholders, volunteers, staff, and Board of Directors.
- Communicate project expectations and progress to involved parties.
- Manage daily operational aspects of projects.

## **Financial Management & Fundraising**

- Function as the program's Chief Financial Officer, which includes: maintaining budget, processing accounts receivables and accounts payables, approving purchases, and processing expenses using a complex coding system with our CPA.
- Prepare and oversee annual program budget and CASA AP budget.
- Monitor and maintain bank accounts and credit card activity with our CPA..
- Calculate and accurately submit reports for reimbursement and/or receipts of funding to grantors.
- Assure Program Financial Procedures are followed and program's best financial interest is always protected.
- Assist Board of Directors with coordinating advertising, community partnerships, and logistics for all annual fundraising events.
- Identify and submit grant applications based upon specifications and deadlines.
- Implement the program's Risk Management Plan.

The Executive Director position is classified as full time exempt and reports to the Board of Directors.

Pay Scale- (50,000-80,000 annual)

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