



Marin Court Appointed Special Advocates

Position: Executive Director, full-time

Marin CASA is looking for an Executive Director! We are a small, dynamic agency with a staff of five, located in San Rafael, California. We work together as a collaborative team to reach our goal of seeing every child thrive in a safe, permanent and supportive home. To learn more about our mission and our goals, please visit our website at <https://marincasa.org/>.

Reporting to the Board of Directors, the Executive Director will have overall strategic and operational responsibility for Marin CASA and execution of its mission.

Key Responsibilities:

Develop, direct and oversee Fundraising and Donor Relations including fundraising events

Prepare grant proposals and maintain compliance with funding reports

Manage and coordinate all marketing, communication, and public relations efforts

Direct and oversee Human Resource policy and procedures

Liaison with Board of Directors

Manage and maintain day to day financial transactions, with responsibility for reporting to board, grantors and others as required

Desired Qualifications and Requirements:

BA/BS degree

Relevant experience

Must pass live scan and additional required background screens

Strong leadership and management skills

Strong written and oral communication skills, including public speaking ability

Fundraising strategies and donor relations unique to nonprofit sector

QuickBooks online program

Word, Excel, and Power Point

If you are interested, please forward your cover letter and resume to hr-ed@marincasa.org. No phone calls!