



**POSITION PROFILE**  
**Executive Director**  
**SAN FRANCISCO CASA**  
San Francisco, CA



# ABOUT SAN FRANCISCO CASA

## Our Mission

San Francisco CASA transforms the lives of abused and neglected foster youth by providing one consistent, caring volunteer advocate, trained to address each child's needs in the court and the community.

Learn More

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

## Our Vision

That every child has a safe and loving home and is given the opportunity to thrive.

San Francisco CASA ("SFCASA") is a community-based 501(c)3 nonprofit organization dedicated to training and supporting Court Appointed Special Advocates who serve San Francisco County's foster children. Since our founding in 1991 with our first graduating class of 11 volunteers, we have trained over 2,700 CASAs and empowered everyday citizens in San Francisco to become officers of the court, serving as advocates for abused and neglected youth in foster care. .

Our volunteers help foster children by advocating for safe and permanent homes, addressing urgent needs related to healthcare and education, and developing permanent connections within communities to ensure that support will continue even after a youth has left foster care.

We are committed to providing one-on-one volunteer advocacy and mentorship for foster youth. Today, we have close to 300 volunteers who have provided services to over 300 court-dependent children and adolescents in the past year.

“Through sustained, personal attention, SFCASA creates positive change in children's lives providing children with hope, stability and opportunities to thrive in preparation for healthy, productive adult lives”

The national CASA network has grown to more than 75,000 CASA and guardian ad litem volunteers, serving 240,000 abused and neglected children nationwide.

Through sustained, personal attention, SFCASA creates positive change in children's lives, providing children with hope, stability and opportunities to thrive in preparation for healthy, productive adult lives.

### **Brighter Futures For Every Child**

- One year of SFCASA advocacy costs less than one month of foster care.
- CASAs help foster children find safe, permanent homes.
- A child with a CASA is half as likely to re-enter the foster care system.
- With a CASA as an educational advocate, a child in foster care is more likely to succeed in school and beyond.

More information can be found at [www.sfcasa.org](http://www.sfcasa.org).





# THE OPPORTUNITY

SFCASA seeks a passionate, strategic, and visionary leader to serve as its next Executive Director. The new Executive Director will steward SFCASA’s mission, create new and innovative strategies for growth, elevate the profile and presence of the organization in the community, promote active participation and growth of the volunteer and donor base, and ensure programmatic effectiveness.

The Executive Director will be responsible for SFCASA’s consistent achievement of its mission, programs, administration, and financial objectives. This innovative leader will drive the impact of a lean and talented team of professionals, maintain and enhance relationships with the Board of Directors and the community, and seize near- and long-term opportunities for increasing organizational visibility and presence. This exciting moment in SFCASA’s growth offers a unique opportunity for an entrepreneurial and ambitious leader to take SFCASA to its next level of evolution.



# CORE COMPETENCIES

The ideal candidate will have a minimum of five years of senior management experience, preferably in the nonprofit management field, with a proven track record of success in similar roles of progressively greater responsibility in nonprofit environments. This professional will have financial management experience including budget development and oversight and fiscal reporting for organizations with annual budgets of at least \$2 million. A bachelor's degree from an accredited college or university is required and an advanced degree is desirable.

**Additionally, the successful candidate will have the following professional competencies and personal characteristics:**

## Passion for the Mission

The Executive Director will be a dynamic and relational leader with a passion for the mission as well as the children, families, and community of SFCASA. They will bring a commitment to supporting San Francisco's foster youth and training community volunteers to advocate for their best interests. Ideally, this individual will have experience or knowledge of Dependency Court, and possess an understanding of the foster youth ecosystem and working with trauma informed models. They will have experience working with diverse populations, as well as subject matter expertise on foster care, child welfare systems, and/or experience working with youth and families. With a clear vision and a genuine commitment to the community, the Executive Director will establish strong connections to SFCASA's youth, community partners, and government entities. This individual will be a compassionate leader with a commitment to diversity, equity, and inclusion.

## Strategic Leadership

The Executive Director will, with the Board of Directors and staff, drive the development and execution of a strategic plan and contribute innovative strategies for growth, while navigating the challenges of an ever-changing landscape. The successful candidate will have the ability to balance a strategic approach with "hands-on" management when needed. This leader will embrace and embody a strengths-based approach to programming—a core value at SFCASA. A flexible and adaptable leader experienced in navigating change inclusively and collaboratively, they will maintain stability at SFCASA while leading the organization to its next chapter. The Executive Director will have the confidence, experience, and the executive presence needed to establish trust and credibility internally and externally, specifically with the Board of Directors, community partners, attorneys, judges, foster youth, and other key stakeholders. Lastly, the Executive Director will be passionate about continuous learning and new experiences and will welcome opportunities for training and higher learning on relevant topics.

## External Relations and Communication

The Executive Director will be the primary ambassador for the organization in working with volunteers, the community, and external stakeholders, communicating across the organization and externally while guiding marketing and messaging. The Executive Director will raise the profile and professionalism of the organization through effective communication, leveraging quantitative and qualitative information to tell the story of foster youth. The Executive Director will possess impeccable writing, presentation, and oral communication skills, as well as an ability to synthesize and translate complicated information into clear and simple language. This leader will be skilled at responding externally to issues on behalf of the organization.

## Fundraising Expertise

The Executive Director will be a versatile and experienced fundraiser with a measurable track record of success in development, including acquiring, building and stewarding relationships with individual, corporate, government and foundations, grant writing, and event planning. This individual plays a key role in developing the strategy to increase and diversify the organization's fundraising potential and activities. The Executive Director will partner with the Director of Development and Communications to develop a comprehensive fundraising plan with new and innovative approaches, while strengthening current development initiatives through thoughtful cultivation of donors, working closely with the Board of Directors.

## Relationship Building & Collaboration

The Executive Director will connect, build bridges, and sustain excellent relationships with existing and potential partners, government agencies, judges, attorneys, volunteers, foster youth, and other key stakeholders to help further SFCASA's mission. This skilled leader will drive results across these stakeholder groups through a model of collaboration and partnership and will proactively establish relationships with organizations that contribute to building a more diverse pipeline of volunteers. The Executive Director will be an inclusive leader who builds and supports a culture of collaboration among the Board and staff. This individual will be consultative in promoting open dialogue with the staff and Board to identify best practices, and proactive in addressing the impacts of change. The Executive Director will be experienced in building positive Board relationships to help drive strategic organizational goals.

## Management and Operational Expertise

The Executive Director will possess maturity, good judgement, and keen analytical skills, including the ability to think critically, make decisions, and justify recommendations based on data analysis. This leader will understand and implement best-in-class nonprofit management practices, ensuring that overall day-to-day operations are streamlined for organizational effectiveness and aligned with strategic goals. The Executive Director will excel at building the infrastructure required to advance SFCASA's mission forward and expand the regional footprint, with an action-oriented approach to the management and organization of SFCASA during this exciting period of transition and growth. With exceptional organization management capabilities, this leader will be approachable and accessible to staff, will set clear expectations, delegate appropriately to optimize staff's contribution to day-to-day operations, actively listen and seek input and empower staff to realize their full potential. This leader will ensure that strategies are in place to promote the recruitment and retention of a diverse staff. In addition, the Executive Director will be comfortable leveraging technology to create a stronger and more user-friendly volunteer-facing platform and to drive data analysis that allows for more effective communication of programmatic outcomes.

# KEY RESPONSIBILITIES

## Program Development and Management

- Work with Program Director and Program Staff to ensure ongoing programmatic excellence and rigorous evaluation; to ensure that programming carries out SFCASA's mission; and to create new programs or redesign current programs in response to changing community needs.
- Oversee staffing and general administration of programming.

## Fundraising Development and Management

- Work with Development Director to sustain and expand a diversified funding base consisting of individual and corporate gifts, foundation and government grants, and special events.
- With Development Director, create, sustain, and expand revenue-generating activities.

## Financial Management

- Work with the Controller & Operations Director to develop the annual organization budget and budget revisions as needed throughout the year, manage fiscal activities, conduct an annual audit as required by SFCASA's Bylaws, implement best practices in financial reporting, and ensure that SFCASA complies with all legislation covering taxation and withholding payments.
- Sign checks and approve expenditures within the authority delegated by Board and under the Bylaws.
- Provide regular financial statements to Board.
- Ensure that adequate funds are available to permit SFCASA to carry out its work.
- Administer the funds of SFCASA according to the approved budget and monitor the monthly cash flow of the organization.



## Strategy and Capacity Building

- Partner with Board and Staff to assure that SFCASA has both short- and long-range strategies to achieve its mission, toward which it makes consistent and timely progress.
- Monitor and provide regular reporting on such progress.
- Seek out, evaluate, and make recommendations regarding options for program expansion, organizational mergers, and the like, as appropriate.
- Develop an organizational infrastructure that will support any anticipated growth.

## Public Relations and Community Relationships

- Raise the public profile of SFCASA by representing and advocating for the organization publicly and privately, serving as ambassador and spokesperson to the media, funders, and general public.
- Maintain a strong relationship and communication with the Unified Family Court and represent the organization in its relationship with the SF Superior Court.
- Work with the Program Director and Program Staff to develop strong working relationships and cooperative arrangements with relevant community agencies and organizations.

## Board Relations

- Collaborate with the Board in developing Board fiduciary and fundraising skills.
- Participate in recruiting new Board members who will advance the mission of SFCASA.
- Communicate effectively and provide the Board with information for sound oversight, decision-making, and management.
- Interface between the Board and Staff.
- Submit regular reports as required by the Board.
- Oversee and attend Board meetings, including meetings of Board committees; provide support to the Board by preparing meeting agendas and supporting materials.
- Ensure that the Board and SFCASA carry appropriate and adequate insurance coverage, and that the Board and Staff understand the terms, conditions and limitations of the insurance coverage.



# ADDITIONAL RESPONSIBILITIES

## Staff Management

- Be responsible for the recruitment, employment, and release of Staff, including but not limited to promotion, demotion, disciplinary action, and exit interviews in accordance with SFCASA's Personnel Manual.
- Ensure that job descriptions and the Personnel Manual are developed and updated as necessary, that regular performance evaluations are held, and that sound human resource practices are in place.
- Ensure that Staff receive an orientation to SFCASA and that appropriate training is provided.
- Determine the need for career development and training of Staff and approve or deny such requests consistent with annual budget.
- Monitor Staff compensation plan.

## Volunteer Relations

- Promote active and broad participation by volunteers in all areas of SFCASA's work.
- Recognize and demonstrate appreciation for the critical role played by volunteers.

## Record-Keeping, Legal, and Compliance

- Ensure maintenance of corporate records as required by Bylaws.
- Ensure compliance to minimum standards in accordance with all government legislation, regulations, and guidelines pertinent to SFCASA's role as an employer and nonprofit corporation, including but not limited to regulations regarding employment standards, human rights, occupational health and safety, health coverage, charities, and taxation.
- Ensure compliance with CASA state and national regulations, including but not limited to local court rules (SF Supervisor Court), CA Judicial Council, California CASA, and National CASA.

# CONTACT

Koya Leadership Partners, the executive search firm that specializes in mission-driven search, has been exclusively retained for this engagement. Michelle Bonoan and Medelene Beasley are leading this search. To make recommendations or to express your interest in this role please visit [this link](#) or email

[mbeasley@koyapartners.com](mailto:mbeasley@koyapartners.com)

All nominations, inquiries, and discussions will be considered strictly confidential.

---

*SFCASA is committed to workforce diversity and does not discriminate on the basis of age, race, color, religion, disability, sexual orientation, gender identity, or veteran status. Qualified applicants will receive full consideration without regard to age, race, color, religion, disability, sexual orientation, gender identity, or veteran status. SFCASA will consider qualified applicants with arrest or conviction records for employment in a manner consistent with the requirements of the San Francisco Fair Chance Ordinance. San Francisco CASA is an equal opportunity employer.*

## About Koya Leadership Partners

Koya Leadership Partners, a member of the Diversified Search Group, is a leading executive search and strategic advising firm dedicated to connecting exceptionally talented people with mission-driven clients. Our founding philosophy—The Right Person in the Right Place Can Change the World—guides our work as we partner with nonprofits & NGOs, institutions of higher education, responsible businesses, and social enterprises in local communities and around the world.

Koya is an equal opportunity employer fully committed to creating an environment and team that represents a variety of backgrounds, perspectives, styles, and experiences. We encourage all to apply because we believe a diversity of voices leads to better discussions, decisions, and outcomes for everyone.

For more information about Koya Leadership Partners, visit [www.koyapartners.com](http://www.koyapartners.com).