



## **JOB DESCRIPTION**

**Title:** Program Director, Riverside  
**Reports to:** President/CEO  
**Status:** Full-time, Exempt

## **ORGANIZATIONAL OVERVIEW**

Founded in 1980, Voices for Children (VFC) advocates for the rights and well-being of abused children in the courtroom, in school, and in the community, through its dedicated network of staff and volunteers. Our mission is to ensure that foster children who have become dependents of the Court will have a safe and permanent home. Our volunteer Court Appointed Special Advocates (CASAs), recruited, trained, and supervised by VFC, interface with the Court, key agencies in the foster care community, legal counsel, and community resources to identify and protect the best interests of each foster child. CASAs are empowered to act as fact finders for the juvenile court judge and help ensure that judicial decisions and rulings are based on the most current and pertinent information about each child's situation. CASAs also provide emotional support as they guide their case children through the complex foster care system. CASAs strive to ensure that each child's voice is heard and his/her unique needs are met.

Until 2015, Voices for Children operated only in San Diego County, California. After receiving a request from the Riverside County Superior Court to start a program in that county, the VFC Board of Directors agreed and operations commenced in January to serve the foster children of Riverside County.

## **OVERVIEW OF THE POSITION**

Voices for Children seeks a well-qualified, entrepreneurial individual to serve as its Program Director for the Riverside CASA program; the position reports directly to the President/CEO. The Program Director will be accountable for all operations of the Riverside County program and will execute the strategic plan as well as give voice to the organization's vision, provide inspiration and leadership for the achievement of the vision, oversee all fundraising activities and manage the organization to achieve all programmatic goals in Riverside County. Duties include day-to-day management of Riverside-based program staff, cultivation and solicitation of a portfolio of donor prospects (in concert with the VFC fundraising staff), and otherwise securing both annual and multi-year gifts and promoting the mission and vision of Voices for Children in the community.

This position requires that matters be handled with the strictest confidentiality and security when the need arises.

## **PRIMARY RESPONSIBILITIES/DUTIES**

### **1. Administration:**

- Implements policies adopted by the VFC Board of Directors and maintains accountability for the Riverside County CASA program.
- Hires, supervises, and evaluates Riverside staff.
- Oversees the recruitment, training, and supervision of CASA volunteers.
- Has responsibility for management of the day-to-day operations.
- Participates on and provides support as needed to VFC's Board Riverside Oversight Committee.

### **2. Financial Administration:**

- Works with the VFC Chief Financial Officer (CFO) on the development of the Riverside Program annual budget.
- Oversees the Riverside annual budget and controls resources accordingly.
- Maintains financial accountability and reporting to CFO.
- As needed, provides financial reports to funding agencies and sources.

### **3. Development and Fundraising:**

- Works with the Chief Philanthropy Officer (CPO) and VFC's Development staff on the implementation of a successful fund development plan for the Riverside Program.
- As needed, writes grant proposals, meets with donors, participates in activities in Riverside County that contribute to fund development.
- Serves as a liaison with all major donors and funders in concert with the CEO and CPO.

### **4. Program Development:**

- Provides oversight to help ensure achievement of all goals, objectives, and activities as outlined in the strategic plan and the operational plan.
- Supervises the Riverside-based Program staff.
- Ensures that dependent children receive the highest level of services available from VFC.
- Is responsible for the professional quality and performance of Riverside-based staff and volunteers.
- Establishes and maintains relationships with CASA volunteers to monitor morale and ensure the effective implementation of all VFC policies.

### **5. Community, Government and Public Relations:**

- Works to further the Mission and Vision of Voices for Children.
- Maintains cooperative and productive working relationships with the Presiding Judge of Juvenile Court, and Judicial Council.
- Maintains effective relationships with Juvenile Court, the Riverside Department of Public Social Services, County Counsel, Dependency Panel Attorneys, Public Defenders, Juvenile Justice Commission, National CASA Association, California CASA Association, other professional and social service groups, and funding sources.
- Serves on or appoints representatives to serve on appropriate committees.
- Working with VFC communications staff, maintains relationships with Riverside County

media and other organizations and associations through presentations, speaking engagements and written communications.

- Works in partnership with the Judicial Council and California CASA and National CASA towards the achievement of our common goals.
- Completes at least 15 hours of continuing education annually.
- Act as a liaison to community and agency committees as determined by the President/CEO.
- All other duties as requested by the President/CEO or as VFC needs/opportunities arise.

## **COMPENSATION**

**STATUS:** Exempt

**PAY TYPE:** Salary

**BENEFITS:** Vacation, medical and other benefits consistent with Board-adopted personnel policies.

## **WORK SCHEDULE**

Standard workweek is 40 hours; however, employees are expected to work any additional time necessary to meet deadlines and complete assignments. Evenings and weekends may be required. Additional hours are not subject to overtime pay. As appropriate, the VFC offices in Riverside shall be open for business during the following hours, except as hereinafter noted: Monday through Friday: 8:00 a.m. to 5:00 p.m. Coverage at the office by the program and office staff shall be according to such schedule as developed by the President/CEO.

## **EDUCATION, EXPERIENCE, SKILLS**

- A Juris Doctorate or a Masters in Social Work or a related field is preferred in addition to at least five years' experience in staff or volunteer management, social work, case management, program development, or related field in the public and/or non-profit sector is required.
- Must have a strong technical background in nonprofit management and/or child welfare, and solid knowledge of leadership principles in a non-profit organization.
- Knowledge of the Juvenile Court system is desirable.
- Must have experience in a diversified program utilizing extensive volunteer support and the ability to plan, organize, and implement multi-faceted fundraising activities including major gifts.
- Excellent oral and written communications.
- Excellent management skills. Ability to function in a collaborative, team-oriented environment.
- Knowledge of professional standards and legal parameters regarding nonprofit activities.
- Ability to build and maintain relationships with donors, volunteers, Board members and staff.
- Negotiation and facilitation skills.
- Familiarity and facility with major computer applications including the Microsoft Office Suite (including Word and Excel), donor databases such as Raiser's Edge, and case management databases such as CASA Tracker.

- California driver's license and proof of automobile insurance.
- The successful candidate must successfully undergo a background check and satisfy all screening requirements as set forth in the California Rules of Court, Rule 5.655.

## **APPLICATION PROCESS**

Please apply via our careers site at the following link: <http://www.jsco.re/4j4y>. No phone calls, please. Position open immediately and will remain open until filled.

**NOTE:** Your application should include a cover letter (including salary history) and resume. For more information about our programs, please visit our website at [www.speakupnow.org](http://www.speakupnow.org).

Voices for Children is an Equal Opportunity Employer