

## Administration and Operations Officer

### Overview:

The Kentucky CASA Network, Inc. (KCN) seeks a dynamic individual for the new full-time position of Administration and Operations Officer. The ideal candidate for this position should be a master multi-tasker with excellent communication skills and attention to detail. This position collaborates with the State Director/CEO and members of the KCN board to oversee the financial oversight of the organization, manages all aspects of HR, and supervises administrative staff. This position is based in our Louisville, KY office and reports directly to the State Director/CEO.

### About the Kentucky CASA Network:

The KCN is a 501(c)(3) nonprofit organization, governed by a board of directors, that provides ongoing development, training, technical assistance, and resources to local CASA programs across Kentucky. The KCN is the recognized state association in the Kentucky Revised Statutes (KRS) 620.530 and the National CASA/GAL Association for Children.

The KCN has a mission to strengthen and support local CASA programs to build capacity to serve abused and neglected children involved in the court system through no fault of their own. The association advocates for the needs and interests of CASA programs and volunteers with industry stakeholders, state and federal officials, and child welfare decision-makers to advance the CASA mission statewide. The KCN currently supports 18 local CASA programs that served nearly 3,500 children throughout the Commonwealth in 2023.

### Job Duties:

#### *Financial Management*

- Assist State Director/CEO and grants team on grant procurement, reporting, and accountability
- Collaborate with State Director/CEO to develop and manage association's budget
- Collaborate with the board treasurer and bookkeeper to ensure accurate monthly financial reports
- Manage accounts receivable and charitable donations
- Manage accounts payable
- Collaborate with and support the grants team on subcontracts and pass-through award funding

#### *Administration and Human Resources*

- Manage overall day-to-day operations of the KCN office
- Work with State Director/CEO to manage overall organizational capacity
- Collaborate with State Director/CEO to maintain compliance around all state, national, organizational standards
- Supervise two administrative staff

- Serve as internal HR representative
  - Provide new employee orientation
  - Track employee time, expenses, and PTO
  - Manage employee benefits
- Provide administrative & HR advisory support to member programs

### **Minimum Qualifications:**

- Bachelor's degree in business management, finance, or related field
- Minimum of 7 years' nonprofit experience with a detailed understanding of nonprofit finance and accounting functions
- Proven administrative experience; minimum of 10 years' experience preferred
- Experience providing HR support; experience with benefits administration a plus
- Previous supervisory experience
- Intermediate to advanced experience with MS Office (including Word, Excel, PowerPoint, and SharePoint)
- Proficient in Google Workspace products (including Gmail, Drive, Docs, Sheets, and Forms)
- Comfortable with learning new technologies and processes
- Excellent time management skills and ability to multi-task and prioritize work
- Detail oriented problem solver with a strong work ethic
- High performing self-starter with ability to complete tasks independently
- Strong interpersonal, communication, writing, and grammar skills
- Experience working with diverse hybrid and remote staff

### **Preferred Qualifications:**

- Familiarity with HR performance evaluation software platforms
- Familiarity with the Court Appointed Special Advocate program and the child welfare system

### **Compensation and Benefits:**

This is a 37.5-hour per week position with an annual salary of \$75,000 - \$80,000, contingent upon relevant education and experience. Benefits include a generous PTO policy inclusive of sick, vacation, and personal leave; short-term disability inclusive of maternity, paternity, and adoption leave; employer-sponsored health insurance; a Health Reimbursement Arrangement (HRA) ; childcare reimbursement; a retirement plan with employer match; a family-friendly, flexible work environment; and the opportunity to work with a team of professionals who share a passion for helping the Commonwealth's children be able to live in a safe and permanent home.

**To Apply:**

Please submit a resume and cover letter to the attention of the Manager of Administrative Operations at [careers@kentuckycasanetwork.org](mailto:careers@kentuckycasanetwork.org) no later than December 16, 2024.

*Kentucky CASA Network, Inc. provides equal employment opportunity to all individuals, regardless of race, color, ethnicity, creed, religion, sex, gender identity, pregnancy, age, sexual orientation, national origin, disability, genetic information, veteran status, or any other characteristic protected by state, federal, or local law.*