

Executive Administrator

Overview:

The Kentucky CASA Network, Inc. (KCN) seeks a dynamic and dedicated professional for the full-time position of Executive Administrator (EA). The EA will be responsible for managing, developing, and implementing all aspects of KCN's administrative functions ensuring the smooth operation of KCN's office. This is a senior administrative position that will work closely with the State Director/CEO and perform advanced administrative and managerial duties. This position will collaborate with the State Director/CEO and members of the KCN Board of Directors to oversee the financial and administrative oversight of the organization. This position is based in our Louisville, KY office and reports directly to the State Director/CEO.

Who We Are:

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 by 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 3,400 children throughout the Commonwealth in 2024.

Who You Are:

The ideal candidate for this position should be an individual with high standards and attention to detail who enjoys an administrative role with a high level of accountability. You are a professional who enjoys an in-office position with a small nonprofit mission-centered organization. You can function equally with individual tasks while being part of a small team that relies on cross-functional collaboration. You are a critical thinker who knows how to prioritize work deliverables.

Job Duties:

Financial Management

- Assist State Director/CEO and Grants Management and Accountability Officer on grant procurement, reporting, management, and accountability including submitting programmatic and financial grant reports
- Collaborate with State Director/CEO to develop and manage association's budget
- Review and manage organization's contracts

- Collaborate with the board treasurer and bookkeeper to ensure accurate monthly financial reports
- Manage accounts receivable, accounts payable, and charitable donations
- Collaborate with and support the grants team on subcontracts and pass-through award funding
- Work with, support, and communicate with the association's outside financial consultants to complete the annual financial audit and Form-990

Communication and Program Support

- Prepare statistical information, reports and briefs for State Director/CEO and KCN program staff
- Work with the State Director/CEO to support the KCN Board of Directors
- Collaborate with State Director/CEO to maintain compliance around all state and national organizational requirements and government regulations
- Provide HR and administrative advisory support to KCN member programs

Administration and Human Resources

- Oversight of day-to-day operations of the KCN office
- Supervise two administrative staff
- Work with State Director/CEO to manage overall organizational capacity
- Serve as internal HR contact and provide HR support to KCN staff
 - Involved in new employee recruiting, orientation, and onboarding
 - Track employee time, expenses, and PTO
 - Manage employee benefits and maintain strong vendor relationships

Minimum Qualifications:

- Bachelor's degree in business management, finance, or related field
- Minimum of 5 years' nonprofit experience with a detailed understanding of nonprofit finance and accounting functions
- Proven administrative experience in human resources, executive administration, or related job function; 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 \$70,000 - \$77,000, contingent upon relevant education and experience. Candidates with extensive financial acumen and prior roles in executive administration will be considered at the higher salary range. 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 State Director/CEO at careers@kentuckycasanetwork.org no later than February 19, 2025.

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.