



Illinois CASA Grants Specialist

About the Partner

Illinois Association of Court Appointed Special Advocates (CASA) is the state organization for a membership network of local CASA/GAL programs that recruit, train and supervise volunteers to advocate for children who have experienced abuse and/or neglect. CASA advocates for the best interests of abused and neglected children in court and ensures that they were placed in safe, permanent homes as quickly as possible.

The guiding principles of the state office are transparency, communication and respect – tenets we adhere to in the office and in all our relationships with our network of 31 local programs, National CASA and child welfare partners. In 2023, 3,515 specially trained volunteers, under the direction of 175 staff partners, provided best-interest advocacy in the courts and the community for 9,778 youth in care across the State.

Project Scope

The Grants Specialist, in collaboration with the Grants Manager, manages the submission, assessment and reporting of just under \$5 million in grant funding for the CASA network (50% of time), assists in data tracking and program evaluation, (35% of time) and works with the CEO on special initiatives to enhance the capacity of the Illinois CASA network (15%). Specifically, the project would involve:

Network Development:

- Provide consultation and facilitation to programs on data management and grant reporting – including training, one on one consultation, and email communication.
- Assist in providing education and information for new program staff and advocates in the network via Zoom, PowerPoint and other methods.
- Track Program Plan execution at State Office and Local Programs every six months.

Program Oversight:

- Collect and analyze monthly reports from the Local Program Offices.
- Maintain Microsoft Teams and SharePoint for data submission and data collection.
- Maintain fiscal reports for pass-through funding. Oversee Local Program compliance to State of Illinois' requirements for private agency contracts.
- In partnership with the Grants Manager, conduct monthly fiscal and programmatic reviews of pass-through funding to the Local Programs.
- In partnership with the Grants Manager, conduct yearly audit for the Local Programs.
- Assist local programs and ensure all CASA programs adhere to standards & guidelines established by the National CASA/GAL and Illinois CASA Associations.



- Assist in developing outcome tracking for Local Programs to determine efficacy of the CASA advocacy.

Administrative Responsibilities:

- With the Chief Executive Officer, responsible for internal compliance pertaining to annual Program Plan Contract with the State of Illinois. Understanding of Illinois Attorney General's 501c3 entity regulations is desirable.
- Executes membership invoicing and tracking of needed documentation on a yearly basis

External Relations:

- Speak on behalf of Illinois CASA as necessary. Liaise with National CASA staff, Illinois Office of the Courts and Illinois Department of Children and Family Services.
- Assist Illinois CASA staff and board members at the Annual Meeting and Executive Directors meeting.

Required Skills

- Experience/interest in child welfare, child development, family studies, law, and nonprofit management
- Ability to maintain program data, record systems and financial records.
- Demonstrated experience and training in nonprofit management.
- Excellent communication skills, patience and sensitivity for those Illinois CASA provides technical assistance and training to.
- Demonstrated maturity and responsibility in handling highly confidential information
- Experience facilitating training of staff
- Proficiency in word processing/computer skills (e.g. Microsoft Suite, Excel, OneDrive, Teams, Optima)

Please submit your resume to beatriz@illinoiscasa.org