***Illinois Association of Court Appointed Special Advocates (CASA)***

***Grants and Data Compliance Director***

Illinois Court Appointed Special Advocates seeks a dynamic individual for the newly created position of Grants and Data Compliance Director. This position will serve as the day to day contact offering technical assistance and guidance to local CASA programs on successful State CASA Grant performance implementation to include financial and programmatic reporting. This position will also work closely with the Illinois CASA team on data reporting, outcomes, and performance measurement.

***About Illinois CASA***

Illinois 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. 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.

***Job Duties:***

* Serve as point of contact for local CASA programs on matters relating to the State CASA Grant administered by Illinois CASA
* Coordinate local CASA programs’ grant reporting on the State CASA Grant with the Illinois CASA’s contracted grants financial analyst
* Assure local CASA programs provide timely and complete programmatic and financial reports for the State CASA Grant
* Work closely with the Illinois CASA’s grants financial analyst in reviewing compliance with financial reporting and documentation of the State CASA Grant
* Serve as a member of the on-site team for financial monitoring of the State CASA Grant
* Maintain State CASA Grants-related files and documentation
* Maintain Membership database of Illinois CASA, including MOU’s, National CASA membership files.
* Complete Illinois CASA grant funding requirements, including detailed daily time and activity logs, quarterly reports, statistical information and training content summaries from staff
* Maintain good standing status of National CASA, SAM, GATA and Illinois Attorney General’s Charitable Trust Division. Responsible for maintaining all Internal Office Documents, including personnel records.
* Maintains Electronic Program Files for 31 Local Programs.
* Assist Illinois CASA Executive Director in preparing financial and programmatic reports
* In collaboration with Executive Director and grants financial analyst, prepare protocols and guides on best practices, tips and instructions for improving grants management practices and reporting compliance
* Provide technical assistance and resources to assist local CASA programs on reporting for stakeholders and providers, such as the National CASA Association
* Provide technical assistance to local CASA programs in managing data collection and reporting
* Become a subject matter expert in the CASA network on Optima, the primary CASA data management system utilized by local CASA programs in Illinois
* Collaborate with the Director of Training on designing and delivering financial reporting and Optima training
* Assist in training and provide technical assistance to new local CASA program Executive Directors on grants management

***Minimum qualifications:***

* Working knowledge and understanding of Generally Acceptable Accounting Procedures (GAAP) for nonprofit organizations
* Background in accounting, data management and evaluations, compliance, and quality assurance
* Bachelor’s degree in business, business analytics, nonprofit management, or related field
* Proficient in cloud-based computing systems including Office 365, One Drive, Excel, Power Point, Google Products, and accounting software and comfortable learning other web-based reporting tools
* Strong interpersonal and communication skills
* Understanding of grants management and grants compliance and accountability
* Ability to travel statewide, less than 10% of time.

***Preferred qualifications:***

* Familiarity with the Court Appointed Special Advocate program and the child welfare system
* Experience with reporting on grants administered through state or federal government agencies
* The ideal candidate will be detail oriented, have a strong work ethic, and the ability to work independently

***Benefits:***

Illinois CASA offers a competitive salary, a generous PTO policy inclusive of sick, vacation, and personal leave, a family-friendly flexible work environment and the opportunity to work with a team of professionals who share a passion for helping the State’s children have the ability to live in a safe and permanent home.

To apply: Please submit a cover letter, salary requirements, and a resume to **staff@illinoiscasa.org** by July 28, 2019.

*Illinois CASA. 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.*

Job Type: Full-time

Location: Chicago

Work authorization:

* United States (Required)