**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. Illinois CASA staff provide, training, technical assistance, resources, quality assurance and fiscal and programmatic monitoring to staff, board members and volunteers at the 31 Local CASA Programs working in 55 Illinois counties. 3,000 specially trained volunteers, under the direction of 175 staff partners, provide best-interest advocacy in the courts and the community to close to 10,000 children.**

We are now hiring for a full-time**Contracts and Grants Director** to join our **State Office. The position is primarily remote; however, the position may choose a full or hybrid work from our Chicago Loop headquarters.**

**Project Scope**

The Contracts and Grants Director, in collaboration with the Deputy Director, manages the submission, assessment and reporting of $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.

**ESSENTIAL JOB FUNCTIONS:**

**Program Oversight**

* Coordinates and conducts monitoring of Association’s grantees and programs for administrative, programmatic, and fiscal compliance.
* Maintains grant monitoring systems. Ensures programmatic risk assessments are followed and monitors Association’s grantees and programs through desk reviews and site visits.
* In collaboration with the Deputy Director and Grants Manager, ensures subaward agreements include all applicable requirements.
* Works collaboratively with Local Programs, Illinois CASA’s CEO, Deputy Director and contract accountants to submit quarterly grant reports to state and federal funders.
* Provides ongoing technical assistance to Association staff members. May provide trainings to network staff, as assigned.
* Under the general supervision of the CEO and Deputy Director, coordinates and assesses external audits, as appropriate.
* Assesses Association’s sub-awardees fiscal and programmatic reports and presents trends and recommendations. Generates reports as requested to inform strategic planning and decision-making processes.
* Attends conferences, meetings, and trainings pertaining to contract and grant administration.
* Works effectively with diverse staff and others.

**Network Development:**

* Provides consultation and facilitation to programs on data management and grant reporting
* Tracks Program Plan execution at State Office and Local Programs
* Assists in providing education and information for new program staff and advocates in the network

**QUALIFICATIONS:**

* Bachelor’s Degree in Business, Public Administration, Accounting, or related field from an accredited college or university, **required.**
* Five years of relevant professional experience in grants management, public administration, or related field, **required.**
* Experience/interest in child welfare, child development, family studies, law, and nonprofit management
* Experience in the applicable rules, regulations, and procedures pertaining to local, state and/or federal funding including 2 CFR 200 and the Grant Accountability and Transparency Act.
* Excellent written and oral communications skills, and the maturity to work with external funders and diverse management staff disciplines in complex environments.
* Facility with standard business software packages (Microsoft Suite: Teams, Excel, Word), and Windows-based computers.
* Mobility to work is required.
* May require some transporting of equipment and materials.
* Ability to work effectively with diverse individuals and groups.