**Illinois CASA Grants and Accountability Manager**

**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 advocate 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 2020, 2,400 specially trained volunteers, under the direction of 175 staff partners, are providing best-interest advocacy in the courts and the community for 8,800 youth in care across the State.

**Project Scope**

The Grants and Accountability Manager, in collaboration with the Deputy Director, manages the submission, assessment and reporting of $3 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. Specifically, the project would involve:

 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

Program Oversight:

* Maintain statewide data management system. Collect and analyze monthly reports from the Local Program Offices.
* Maintain fiscal reports for pass-through funding. Oversee Local Program compliance to State of Illinois’ requirements for private agency contracts.
* In partnership with the Deputy Director, conduct quarterly fiscal and programmatic reviews of pass-through funding to 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 formulas for pass-through funding allocations.
* Assist in developing outcome tracking for Local Programs to determine efficacy of the CASA advocacy.
* Assist in determining metrics to track and engage Local Programs in collecting additional data related to education, health, and placement among others.

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.
* Present updates and prepare reports to the Board of Directors quarterly.

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.
* Meet with community members, judiciary and other interested parties to promote

Illinois CASA and promote community awareness on issues related to the child welfare system. Advance public and private partnerships for Illinois CASA through public speaking.

**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 as necessary
* Possess strong communication and interpersonal skills
* Demonstrated experience and training in nonprofit management, capacity-building and leadership
* Experience working with, recruiting and managing volunteers
* Demonstrated maturity and responsibility in handling highly confidential information
* Experience facilitating training of staff and volunteers
* Proficiency in word processing/computer skills (e.g. Microsoft Suite, Excel, OneDrive, Optima)