
Job Description – Deputy Director

Illinois Association of Court Appointed Special Advocates (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 local programs, national CASA organizations and child welfare partners.

Position Summary

The position is responsible for assisting in the development of new local Illinois CASA programs within the State of Illinois and providing programmatic and organizational support to the network of local programs. The Deputy Director position is a full-time position working 40 hours/week and reports directly to and works in tandem with the CEO, to develop the capacity of the Illinois CASA network to act as best interest advocates for youth in care in the court system and the community. This is a statewide role, applicants across the state are welcome to apply. This is a hybrid position, which includes remote and in-person activities. This role reports to the CEO and is the lead member of the Grants and Contracts Team. They will work closely with the IL Department of Children and Family Services (DCFS) and youth service providers and county-based court personnel. 20% of the time will be spent travelling throughout the state.

Responsibilities

- Acts as point of contact for new CASA program development involving interested community members, judges and legislators. Provides technical assistance to judges and local planning committees about CASA program formation
- Leads the grants management team's monitoring and reporting activities for \$10 million in pass through funding distributed to the Illinois CASA network
- Provides technical support to Local Programs to further their strategies for serving more children in the dependency system. Encourages, supports, and promotes the work of local CASA/GAL programs to aid in their sustainability and success to grow and advocate for children in their jurisdiction
- Troubleshoots and provides guidance to the Illinois CASA network regarding staff/volunteer/board disputes and is main point of contact for any external inquiries involving network members
- Engages with other Illinois children's advocacy interests and governmental agencies
- Assists CEO in strategic planning, resource development, reporting protocols
- Provide consultation and facilitation to existing programs for expansion efforts in accordance with state and national CASA standards
- Promote organizational values of integrity, transparency, inclusion, trust, respect and continuous learning and improvement
- Attends, when requested, local program Regional Meetings on a quarterly basis
- Communicate regularly with local Program Directors, to include in-person, e-meetings, and via other IL CASA staff members
- Oversee all grant funding requirements, including detailed daily time and activity logs, quarterly reports, statistical information and training content summaries

Other Job Responsibilities

- Completes certified pre-serve volunteer training within four months of joining CASA Staff
- Works collaboratively with and manages the grants team
- In partnership with the CEO, is responsible for creating the Illinois CASA annual report and other communications for external stakeholders
- Supervises up to 5 staff partners and holds weekly check-ins with each

- Establishes goals and objectives with corresponding metrics clearly tracked for all direct reports

Qualifications

The Deputy Director should have the following skills and experience:

- A graduate degree in a related field (law or social work) and 5 years of relevant experience in a nonprofit environment is preferred OR bachelor's degree and a minimum of 7 years relevant experience in the juvenile justice and/or child welfare field, workforce development, homeless youth services, or community outreach, public health, legal systems, or community and youth development services.
- Demonstrated experience and training in nonprofit management, capacity-building and leadership
- Experience collaborating with a wide variety of stakeholders
- Commitment to Illinois CASA goals and mission
- Exhibits professionalism, discretion and integrity
- An understanding of racial and ethnic disparities and equity issues
- Ability and willingness to travel, work flexible hours, possess a valid driver's license, reliable transportation and auto insurance as required by Illinois CASA
- Proficiency in cloud-based computer systems including Office 365, OneDrive, Excel, PowerPoint, WebEx, Teams
- Ability to maintain and report statistical program data and financial records

Compensation

Salary is competitive and commensurate with experience. The range for this role is \$90,000.00 to \$120,000.00. Illinois CASA offers competitive benefits, including a generous health care stipend, disability insurance, sick and vacation time, and a retirement plan with employer matching contributions.

Location

We are seeking a qualified candidate throughout the state of Illinois. Travel will be required to provide training, consultation and participation in meetings Starting date: September 1, 2025

Application Instructions

Please submit a resume, cover letter and writing sample to Mari Christopherson, CEO at mari@illinoiscasa.org

Illinois CASA is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.