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## STRENGTHENING THE VOICES OF CASA STATEWIDE

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# TEXAS CASA SEEKS SENIOR GRANTS MANAGEMENT SPECIALIST

**Location: Austin, Texas**

**Reports to: Chief Grants Management Officer**

**Positions Supervised: None**

Texas CASA (Court Appointed Special Advocates) is part of a national volunteer movement that began in 1977 in Seattle when a juvenile court judge conceived the idea of citizen volunteers speaking up for the best interests of children who are in foster care due to abuse or neglect. Today, the CASA movement has evolved into one of the largest volunteer organizations in the country. CASA volunteers are appointed by judges to watch over and advocate for these children in court, school and other settings to make sure they don't get lost in the overburdened child protection system. Volunteers stay with each case until it is closed with the goal of ensuring these children are kept safe and have the opportunity to thrive and grow.

In Texas, there are 72 local CASA volunteer advocacy programs with nearly 11,000 volunteers serving more than 30,000 children in 219 counties across the state. Texas CASA is the statewide organization that provides funding, resources, training and support to these local programs to ensure they can operate effectively and seek out the best possible volunteers who will advocate passionately for the children they serve.

Texas CASA is an inclusive, welcoming and affirming organization that values, celebrates and actively seeks out diverse candidates. We are an equal opportunity employer and do not discriminate against any individual, employee or applicant on the basis of race, national origin, color, creed, sex, age, pregnancy, sexual orientation, gender identity, gender expression, disability, or veteran or citizenship status. People of all identities are encouraged to apply.

### **POSITION SUMMARY:**

The Senior Grants Management Specialist is responsible for the daily administration of the Crime Victims Compensation (CVC) and CVC Growth Fund awards according to contract requirements, including providing technical and administrative assistance to local CASA programs. The Senior Grants Management Specialist ensures that local CASA programs receive budgeted federal, state and private funding in a timely manner and assists them in attaining their goals as a viable CASA program. The Senior Grants Management Specialist maintains program and financial documentation submitted by local CASA programs as required by Texas CASA.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**



- Serve as a primary contact with the Health and Human Services Commission (HHSC) concerning CVC grant fund requests and reports.
- Process monthly Requests for Reimbursements (RFRs) submitted by local CASA programs.
- Review and prepare local program grant adjustment requests for approval.
- Prepare and distribute local CASA program monthly disbursement notifications for CVC grants.
- Provide daily operational and technical assistance to the local CASA programs regarding all grant-related issues (RFRs, applications, budget adjustments, etc.).
- Prepare and submit reimbursement spreadsheets for CVC grant to Director of Finance for monthly payments.
- Prepare quarterly CVC grant financial reports to submit to HHSC.
- Develop and manage annual application processes for pass-through grants.
- Prepare and distribute local program grant contracts and documents, and collect signed copies.
- Maintain electronic filing system for local CASA programs including grant contracts, amendments, applications, reimbursement documentation and correspondence.
- Review and approve local program budgets for eligibility according to each fund source's guidelines.
- Develop and prepare grant reports and spreadsheets as required or requested by funding agency or Chief Grants Management Officer.
- Monitor and provide updated grant forms for the Texas CASA website.
- Assist in the development and presentation of annual grant-related training to local CASA programs.
- Assist local programs in working with Salesforce, the online data manager, and the Texas CASA website

#### **ADDITIONAL FUNCTIONS:**

- Work with other Texas CASA teams to provide relevant administrative information to local programs.
- Analyze current processes and procedures and make recommendations to improve efficiencies and quality of services and programs.
- Provide and ensure high-quality customer relations in dealing with fellow staff, the CASA network and Texas CASA funders.
- Assist with internal control evaluations for local CASA programs.
- Assist with the Texas CASA conference as needed.
- Perform all other duties and completes special projects as assigned by supervisor.

#### **QUALIFICATIONS:**

- College degree or equivalent experience in accounting, finance, business administration or nonprofit management.
- Seven or more years of grants management experience including knowledge and understanding of grant regulations, in particular Uniform Guidance and TxGMS.
- Experience in working with nonprofit organizations.
- Working knowledge of accounting software such as QuickBooks for Non-Profits
- Must be able to pass a background check.

#### **KNOWLEDGE, SKILLS & ABILITIES:**



- Advanced skills with Microsoft Office Suite, specifically Word, Excel and Outlook.
- Keen attention to detail and accuracy.
- Ability to communicate effectively, both orally and in writing.
- Ability and willingness to work in a team environment.
- Ability to stay highly organized and manage multiple projects with overlapping deadlines.
- Ability to work well independently and in a team environment.
- Commitment to diversity and inclusion; as well as willingness and openness to learning, growing and having discussions around this arena.

#### **PHYSICAL REQUIREMENTS & WORK ENVIRONMENT:**

- Work will primarily be performed remotely and/or in an office environment requiring ongoing computer use.
- Must be able to remain stationary for long periods of time.
- Travel may be required up to 10% of the time. During this time, the employee may be occasionally exposed to a variety of working and environmental conditions.
- This position requires frequent communication in a multitude of settings. Must be able to exchange accurate information in these situations.
- Reasonable accommodations may be made to enable a person with physical disabilities to perform the job.

**FLSA STATUS:** Exempt

**COMPENSATION:** Excellent benefits with minimum starting salary \$57,000, depending on experience.

#### **HOW TO APPLY:**

By **January 5, 2022**, please email a cover letter, resume and three professional references to [jobs@texascasa.org](mailto:jobs@texascasa.org). The subject line of the email should be "Texas CASA Senior Grants Management Specialist Application." The cover letter should describe your interest in the position and include a detailed explanation of how your experience meets the minimum qualifications and prepares you for the responsibilities outlined in the job description.

Please email requested documents with attachments in PDF format only. We do not accept phone inquiries regarding the position.

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