



STRENGTHENING THE VOICES OF CASA STATEWIDE

TEXAS CASA SEEKS GRANTS MANAGEMENT DIRECTOR

Location: Austin, Texas

Reports to: CFO

Supervises: Senior Grants Management Specialist and two Grants Management Specialists

Effective: July 19, 2022

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 allegations of 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; with the goal of reuniting children with their families whenever safe and possible. 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 more than 11,000 volunteers serving nearly 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:

To administer pass-through grants to local CASA programs, manage and/or coordinate grants received by Texas CASA, Inc. and provide leadership in the operation and direction of Texas CASA, Inc.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- With regard to local CASA program grants, ensure compliance with all applicable rules in the grant application approval process, grant reporting and grant funds disbursement process.



- Develop, secure approval from CFO on, and maintain written policies and procedures for the timely handling, processing and monitoring of all grants administered by the Grants Department.
- Act as staff liaison to the Grants Committee of the Texas CASA Board of Directors.
- Provide technical assistance, general information, written materials and training as needed on grant processes and compliance to local CASA programs.
- Provide and ensure high quality customer relations with fellow employees, local CASA programs and Texas CASA, Inc. grantors.
- Provide leadership to Texas CASA, Inc. by sharing responsibility with other senior staff in modeling excellence in all of Texas CASA, Inc. activities.
- Collaborate with the Program Operations team to ensure coordinated quality assurance on-site and desk reviews of local CASA program activities.
- Collaborate with the Program Operations team in the sharing of information and development of strategies to assist local CASA programs, as needed.
- Review local program independent CPA audit reports; prepare a brief summary of the audit report, highlighting key findings noted by the auditor; follow up with local CASA programs to resolve any significant findings noted.
- Provide leadership, performance management and appraisal to team members in the fulfillment of their job descriptions; promote a positive work environment that helps team members achieve excellence; promote professional development opportunities for team members to enhance and increase their skill levels as appropriate.
- Analyze current processes and procedures and make recommendations to improve efficiencies and quality of services.
- Participate in all director-level meetings, staff meetings and other agency meetings as appropriate.
- Perform all other duties and completes special projects as assigned.

QUALIFICATIONS:

Required:

- College degree or higher in accounting, political science, grants and/or nonprofit field.
- Five years knowledge and experience in working with the Texas Grants Management Standards (TxGMS) and the Office of Justice Programs (OJP) Financial Guide. Graduate degree in related field or CPA may be substituted for years of experience.
- Experience in working with nonprofit organizations.
- Five years grant-related management/accounting, audit and/or financial experience. Graduate degree in related field or CPA may be substituted for years of experience.
- Must pass background check.

KNOWLEDGE, SKILLS & ABILITIES:

- Proficient in Microsoft Office Suite.
- Attention to detail.



- Knowledge of the Texas Grants Management Standards (TxGMS) and the Office of Justice Programs (OJP) Financial Guide. Grants management experience; understanding of grants regulations and statutory research.
- Strong problem-solving and trouble-shooting skills.
- Leadership, team management and supervisory skills. Skill in interpersonal relationships, including the ability to motivate people, negotiate among multiple parties, resolve conflicts, and establish and maintain effective working relationships with various levels of stakeholders.
- Ability to communicate effectively both orally and in writing, including public speaking and presentations.
- Ability to manage multiple projects simultaneously, work independently, meet deadlines, organize and prioritize responsibilities, and identify and resolve conflicts in a timely and appropriate manner.
- Ability to manage and maintain confidential information.
- Commitment to respecting, appreciating, and cultivating a diverse, equitable and inclusive workplace; as well as demonstrating a willingness and openness to learning, growing and having discussions about the same.

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT:

- Work will be performed in a remote and 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 throughout the state of Texas. 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.

TRAVEL: Occasional travel may be required, up to 10%.

FLSA STATUS: Exempt

COMPENSATION: Salary range from \$85,000 to \$90,000, depending on experience.

BENEFITS: Hybrid (partially remote and in person) working environment. In addition, the person will be eligible to participate in Texas CASA standard employee benefit programs, the first of the month after 30 days following the date of hire, which include:

- Medical, Dental, Vision
- Group Life and Accidental Death and Dismemberment Insurance
- Short- and Long-Term Disability
- Vacation, Personal Days, Paid Sick Time
- 403(b) Retirement Plan with 5% Employer Contributions



HOW TO APPLY:

By **August 15th**, please email a cover letter, resume and five professional references to jobs@texascasa.org. The subject line of the email should be “Texas CASA Grants Management Director 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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