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## STRENGTHENING THE VOICES OF CASA STATEWIDE

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# TEXAS CASA SEEKS GRANTS MANAGEMENT DIRECTOR

**Location: Austin, Texas**

**Reports to: CFO**

**Supervises: Senior Grants Management Specialist and two Grants Management Specialists**

**Effective: 4/16/2023**

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 73 local CASA volunteer advocacy programs with more than 9,000 volunteers serving over 23,000 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 Grants Management Director oversees the Grants Management Department, which administers pass-through grants to local CASA programs, provides technical assistance to the local CASA programs, and ensures compliance with grant requirements. Additionally, the Grants Management Director manages and/or coordinates government grants received by Texas CASA, Inc. and provides 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, and maintain written policies and procedures for the timely handling, processing and monitoring of all grants administered by the grants department.
- Provide technical assistance, general information, written materials and training sessions as needed on grant processes and compliance to local CASA programs.
- As a supervisor of staff provide:
  - Appropriate direction and performance review as indicated by Texas CASA, Inc. policies.
  - Information, in a timely manner, about Texas CASA, Inc. policies and activities as appropriate and as obtained from other CASA staff, the CEO and the board of directors.
  - Coordinate and conduct problem solving for grant related issues, including reviewing state and federal grant regulations and working closely with local CASA programs.
  - Provide guidance and training for grants staff including state and federal grant guidelines and the implementation of those guidelines for Texas CASA pass-through grants.
  - Provide and ensure high quality customer relations practices when working with fellow employees, local CASA programs and Texas CASA, Inc. grantors.
  - Review and approve monthly requests for reimbursements from local grantees after the Grant Managers have reviewed. Provide feedback on RFR's that may need further analysis and examination, including working with the Grant Managers and the local CASA programs, as needed, to ensure timely reimbursement and compliance with guidelines.
  - Provide leadership to Texas CASA, Inc. by sharing responsibility with other senior staff in modeling excellence in all of Texas CASA, Inc. activities. This includes participating fully in staff meetings and trainings.
  - Collaborate with the Program Operations department to ensure coordinated quality assurance on-site and desk reviews of local CASA program activities conducted to ensure compliance with grant requirements and other Texas CASA, Inc. policies and procedures. Review and sign off on the quality assurance reports.
  - Collaborate with the Program Operations department in the sharing of information and development of strategies to assist local CASA programs, as needed.
  - Collaborate with the Texas CASA Database Administrator and grants staff to ensure the online data management (ODM) system is efficient, user friendly and capturing the data needed to effectively administer the grants program.
  - Provide assistance, in coordination with the CFO, to the Grants Committee of the Texas CASA Board of Directors, with development of committee agendas, preparation of materials and oral reports.
  - Reviews local program independent CPA audit reports to verify their completion and to help identify program needs and trends. Prepares a brief summary of the audit reports, highlighting key findings noted by the auditor. Following 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.

#### **ADDITIONAL FUNCTIONS:**

- Analyzes current processes and procedures and makes recommendations to improve efficiencies and quality of services and programs.
- Perform all other duties and completes special projects as assigned by supervisor.
- Participate in all director-level meetings, staff meetings and other agency meetings as appropriate.
- Provide and ensure high customer relations in dealing with fellow staff, the CASA network, and Texas CASA funders.
- Work with other Texas CASA teams to provide relevant administrative information to local programs.
- Develops and/or oversees the implementation of long-range and short-term plans.
- Assist with internal control evaluations for local CASA programs.
- Assist with the Texas CASA conference as needed.
- Other duties as assigned.

#### **QUALIFICATIONS:**

- Three years grant-related accounting, audit, and/or financial experience. Graduate degree in related field may be substituted for years of experience.
- Three 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 may be substituted for years of experience.
- Experience in working with non-profit organizations.
- Must pass background check.
- Preferred college degree or higher in accounting, political science, criminal justice, nonprofit management and/or another nonprofit field.

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

- Proficient in Microsoft Office Excel and Word, including reporting and form development.
- Experience working with multiple agencies in multiple locations.
- 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.
- 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.
- Strong problem-solving and trouble-shooting skills.



- 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.
- Must possess a focused and disciplined work ethic, be detail oriented and be comfortable working in a team-oriented environment.
- Commitment to diversity, equity 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 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.

**FLSA STATUS:** Exempt

**COMPENSATION:** Salary range from \$82,500 to \$87,500, 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, which include:

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

**HOW TO APPLY:**

**<https://apply.workable.com/texas-casa/j/9C8A3EC79C/apply/>**

By **March 16, 2023**, Cover Letter, resume and 5 references required. The subject line of the email should be "Texas CASA Grants Management Director Application." Your cover letter should describe your interest in the position and include a detailed explanation of your experience with state and federal grants management.

**PDF format only.** We do not accept phone inquiries regarding the position.



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