



**Family Support and  
Community Engagement  
Department**

**CEDA Mission:**

Empowering individuals, families, and communities facing poverty to secure a better quality of life.

**CEDA Vision:**

We envision supportive and resilient communities where individuals and families are healthy, economically secure, and thrive.

**CEDA Values:**

Adaptability, Customer Service, Collaboration, Innovation, and Integrity

**Unique  
Benefits**



- \*401(k) Match
- \*12 Paid Holidays
- \*Generous PTO
- \*Generous health benefits



*The Community and Economic Development Association of Cook County, Inc.*

## **Director—Community Services Block Grant**

### **Job Title: FsACE Director**

Job Location: 1203 West End Avenue, Chicago Heights, IL 60411

### **About the Position**

#### **JOB AND DIVISIONAL OVERVIEW**

The FsACE Director oversees CEDA's Community Services Block Grant (CSBG) with an annual budget of approximately \$4 million, which is used by CEDA to provide services to suburban Cook County, Illinois as a means of combating poverty and helping our customers meet their goals. The Director will supervise staff to assist in unit responsibilities and will oversee all financial and programmatic aspects of CSBG.

This position reports to the Chief Program Officer and supervises a Deputy Director, Program Coordinators, and administrative staff.

### **Sample of Responsibilities**

- Lead development of a vision and priorities for the CSBG program, in partnership with stakeholders
- Represent the program to federal, state, and local partners
- Liaise with CEDA Fiscal, Budget, Regulatory, and Procurement concerning CSBG financial matters and grants administration
- Draft and amend Annual Reports, the CSBG Annual Plan, and other deliverables to CEDA partners
- Monitor CSBG compliance with the CSBG contract and federal regulations
- Supervise staff who perform day-to-day program operations
- Conduct outreach with other state agencies and community partners to maximize impact of the CSBG program
- Oversee payment to and invoicing from CSBG contractors
- Develop and deliver a strategic system of technical assistance and supports to enhance community agency capacity

## Qualifications

- Bachelor's degree in social services, finance, or public administration/policy and 7+ years' experience in one or more of these fields required.
- At least three years of previous supervisory experience.
- Experience with budget/fiscal work for a nonprofit agency, including invoicing and disbursement of federal grant awards.
- Strong organizational skills and strong oral and written communication skills.
- Ability to work independently and prioritize assignments.
- Maintain excellent professional and interpersonal relationships and have the ability to take on multiple tasks.
- Certified Community Action Professional and/or ROMA Certifies Trainer are pluses.
- Familiarity with Community Action Network a plus.

**Travel Required:** The Director is required to travel regularly throughout Cook County and less regularly for in-state and out-of-state travel. This may require overnight stays depending upon the distance from Chicago.

### **Competencies**

- Managing vision
- Priority setting
- Process management
- Action oriented
- Strong written and spoken communication

**For information regarding CEDA's full benefits, please [click here](#).**

### **How to Apply / Salary Range**

- Qualified candidates should apply by visiting [CEDA's Careers Page](#) by December 9, 2022. CEDA only accepts online applications.
- Salary Range: \$90,700 – \$106,700. The directly related experience, knowledge, skills and abilities of the selected candidate will determine the actual salary offer.

All job offers are contingent upon successful completion of a background check and pre-employment drug screen. This position can ultimately be designated as a flexible workplace arrangement, i.e. employees can work remotely, have split scheduling, or other schedule that mutually benefits the agency and the employee.

*CEDA is proud to be an equal opportunity employer and drug free workplace. We are committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or Veteran status. CEDA will provide reasonable accommodations for qualified individuals with disabilities.*