

CAAP is seeking a Director, Grants Administration. Details follow.

The Community Action Association of Pennsylvania, located in Harrisburg PA, is seeking a Director, Grants Administration to provide programmatic oversight for multiple federal, state and legislative grants received and sought by the CAAP. The Director, Grants Administration will be responsible for identifying and applying for resources that will assist the CAAP in supporting its member CAAs to enhance their capabilities and capacities to address poverty issues. Further, the Director, Grants Administration will identify resources directly available to local CAAs and will provide them with the technical assistance and training necessary to write successful applications. The Director, Grants Management will work closely with the CAAP finance department to ensure contract compliance in terms of reviewing A-133 audits, program financial reporting, and development/ implementation of internal program controls to ensure fiscal compliance with grantor requirements. Minimum requirements: BS in a business administration, finance, accounting or related discipline, and relevant experience, including 3+ years hands-on Federal and/or state grants compliance (A-133); Demonstrated ability to write successful grant applications; expertise with Microsoft applications (Word, Excel, Access, Outlook and PowerPoint) and with adapting these applications for use in a complex state-wide organization; ability to work with minimum supervision and excellent written and oral communication skills.

Competitive salary plus excellent benefits. Interested individuals must submit a resume by November 6, 2009 to CAAP, 222 Pine Street, Harrisburg, PA 17101 or apply on line to susan@thecaap.org. All applications must be received by close of business on November 6, 2009. CAAP is an Equal Opportunity Employer.