Position Description

Title: AmeriCorps Grants Manager  
Date: July 2020

Reports to: HR Manager
Grade: Grade C+, Starts at $45k/yearly
Status: Full time, Exempt
Location: Durango CO. Other Conservation Legacy program office locations negotiable.
Benefits: Per Personnel Policies

Summary:
The AmeriCorps Grants Manager is responsible for developing and managing effective and efficient support of administrative and financial systems for Conservation Legacy that lead towards successful compliance of AmeriCorps Grant awards, member experiences and programmatic outcomes. This position interfaces significantly with other Conservation Legacy staff on financial processes, human resources, admissions, field operations, grants management, outreach, communications, and other areas of administrative support. This position will supervise and support other member and grant-related staff on the Human Resources & Finance team.

Essential Accountabilities and Functions:

Manages Complexity

- Leads development of processes and systems for regional and program staff to collect pre and post term data through existing platforms and developed procedures.
- Researches and stays connected with funders, partners and other staff to remain fully knowledgeable on compliance standards with AmeriCorps and Conservation Legacy operations.
- Ensure all AmeriCorps grant budgets, financial submissions, reporting and reimbursements are completed accurately, on time and in compliance with all regulations.
- Tracks policies and procedure changes, internally, to guide Conservation Legacy toward being fully compliant with members administrative requirements.
- Takes lead in AmeriCorps-related audits with CNCS, OIG and other entities entitled to audit AmeriCorps grants. Assists HR Team with other Human Resource audits.
- Fully knowledgeable of the differences of regulations and requirements for all AmeriCorps grants within the organization; understands basics of financial regulations and procedures around AmeriCorps grants.
- Provide oversight and leadership to slot management systems through internal databases, processes, trainings to achieve full requirements of AmeriCorps grants.
- Keep program contacts accountable to meeting allocated MSY (Member Service Years) & AmeriCorps slot amounts as determined by the budgets, changes to program and grant needs, through effective strategies leading toward full enrollment of all AmeriCorps grants.
- Develop, maintain and adjust systems to provide the most compliant administrative systems for program staff and support staff to utilize.
Ensures Accountability & Drives Results

- Develops processes to deliver compliant reports to funders; includes unanticipated requests from funder(s) while aligning parallel reporting standards; including facilitation of external/internal service events.
- Develop, review and submit all budgets and budget modifications.
- Support the ongoing development and refinement of systems to support financial management and oversight of AmeriCorps grants and funding.
- Align expectations of systems, reporting and standards with other central and regional requirements around AmeriCorps and HR policies for other staff to utilize and contribute into and holds Regional Leadership accountable to requirements.
- Leads the accountability plan for program and regional leadership to monitor and ensure system usage at all levels of the organization, regarding AmeriCorps and Non-AmeriCorps member compliance.
- Supports coordinators with org-wide AmeriCorps report collection efforts, focusing on the assurance of data integrity.
- Collects and analyzes internal data to ensure AmeriCorps performance measures are met by the programs and appropriately reports data.
- Completes organization-wide reporting that lead toward high-quality AmeriCorps grant reports with qualitative and quantitative impact data.
- Ensure that details of all members admissions, exit and in-term documents are accurately completed by developing and using internal checks and balances. Manage required enrollment and exiting documents to ensure that they are compliant within rigid requirements: DOL, AmeriCorps, etc.

Communicates Effectively

- Drives healthy relationships with associated AmeriCorps funders, partnering organizations and other staff to develop sustainable partnerships through effective communication; including responsiveness, quality of information and other opportunities to represent Conservation Legacy and National Service.
- Develop and deliver trainings for regional staff through frequent communication and onsite visits that educate on the usage and importance of data systems, outcomes, tactics and programming standards.
- Continuously increases knowledge of National Service/AmeriCorps compliance; programmatic, fiscal and administrative expectations by attending trainings, conferences, adjusting policies, and knowledgeable with AmeriCorps communications and other internal changes/communication.
- Visits program offices and field operations, occasionally, to ensure the utmost compliance is being met by program staff, members and offices process’ and policies.
- Participate in support staff meetings and other program staff meetings as appropriate.

Leads & Collaborates with others

- Utilizes and familiar with resources across programs to share and collaborate with best practices and ideas that support programmatic outcomes; main liaison or bridge between regional staff, central staff and local partnerships.
- Leader of the Member Administration/Admissions Team and ultimately responsible for achieving the goals and responsibilities of their staff members.
- Oversee and provide guidance to staff managing the financial management requirements.
• Leads the External Affairs, Communications Team, Human Resources and Regional Programs to execute high quality grant applications to ensure AmeriCorps opportunities are provided to members, as needed in the organization.
• Problem-solves and resolves conflict with other staff to identify areas of additional support needed and meet needs as applicable to the scope of this position.

Situational Adaptability
• Collaborates with other HR & Grant Team members to clearly communicate anticipated and unanticipated needs of the program and grant(s) in order to represent and communicate on behalf of Conservation Legacy to partnering organizations and funders.
• Continuously increases knowledge of challenges and reality of field operations to ensure the most effective decisions are being made to fulfill administrative requirements while supporting programs to deliver the most effective operations in the field while fulfilling AmeriCorps and other HR requirements.

Physical Requirements:
To successfully perform essential functions, this position is required to sit, stand, walk, speak and hear. The Manager may be required to climb, balance, stoop, kneel, crouch or crawl on an infrequent basis. He/she must be able to operate office equipment, telephone, and computer and reach with hands and arms. The ability to drive a Conservation Legacy vehicle is also required. Travel is required. Reasonable accommodations may be made for qualified individuals with disabilities to perform the essential functions.

Minimum Qualifications:
• Experience in effectively working with diverse teams or with a variety of populations, including those underrepresented in our organization and communities.
• 5 years of managing administrative systems in non-profit or similar organizations.
• 2 years with experience in financial management of budgets or grant finances.
• Minimum of 3 years managing full-time-equivalent staff members.
• Experience building complex systems, while simplifying procedures, for others to utilize and contribute toward.
• Must be highly organized with a high attention to detail, thrives on thoroughness and completeness and has a sense of humor.
• Experience with leading and submitting sufficient grant reports within deadlines, AmeriCorps preferred.
• Flexibility, adaptability, and capacity to work in a fluid, changing work environment.
• The ability to communicate effectively with all staff in the organization, understand administrative needs as they arise and address the needs through effective changes & guidance to other staff.
• Insurable driving record and acceptable background check, per organizational policies.
• Proficient in all Microsoft Office Suite applications and ability to manage information in an organizational database.
• Positive, entrepreneurial attitude and attentiveness to detail are both benefited skills for success in this position.
Preferred Qualifications:
- Experience with AmeriCorps compliance, programmatic and fiscal regulations, and associated reporting to CNCS or state commissions.
- Previous administrative experience with a Corps or youth-serving organization.
- Minimum of 5 years of managing administrative systems in non-profit or similar organizations.
- Minimum of 2 years with experience in financial management of budgets or grant finances.
- Experience with human resource management within a mission-driven organization, including its selection & hiring processes.
- Ability to provide specific examples of grant funding awarded to an organization with their own lead/major involvement in the application and award process.

To Apply: Please send a cover letter and resume to amurray@conservationlegacy.org. Open until filled. Preference to applications received by July 31, 2020.

Conservation Legacy is an equal opportunity employer. We are committed to hiring a breadth of diverse professionals and encourage members of diverse populations to apply. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law.