

Grant Specialist Advanced- Position Number 326265

POSITION SUMMARY

Under the general supervision of the Executive Director, Serve Wisconsin is responsible for overseeing federal funds intended to promote community service and volunteerism throughout Wisconsin with an emphasis on under-resourced and BIPOC communities.

This position develops policies and procedures, conducts program planning, monitoring, and evaluation for federal AmeriCorps funds, and functions as an AmeriCorps technical expert to local and state government agencies and nonprofit organizations related to federal and state laws, regulations, and policies.

This position coordinates annually one to three grant competition processes by developing requests for proposals in accordance with federal and state requirements, establishing timelines and work plans, and making funding recommendations to the Wisconsin National and Community Service Board. This position provides technical assistance and outreach to eligible grant recipients, monitors contract objectives, expenditures, and progress reports, and conducts on-site evaluations to evaluate compliance with complex federal and state statutes and regulations.

Additional duties include assisting the Executive Director in planning and developing operational policies and strengthening Serve Wisconsin's relationship with stakeholders, including federal contacts, elected officials, administrators of nonprofit organizations, and the general public. State and national travel is required.

TIME % GOALS AND WORKER ACTIVITIES

40% A. Management and monitoring of AmeriCorps Program portfolio

A1. Interpret complex and often vague federal policies and guidance to ensure an assigned AmeriCorps program portfolio complies with complex state and federal rules and regulations.

A2. Monitor performance measure accomplishments to maximize results with federal, state, and Serve Wisconsin requirements, policies, procedures, and practices.

A3. Serve as primary contact for an assigned portfolio to provide guidance and technical assistance, including being the liaison to federal contacts.

A4. Monitor assigned AmeriCorps programs' compliance with federal and state requirements through site visits and progress report reviews.

A5. Oversee the assigned AmeriCorps programs' budgets through purchase requisitions, purchase orders, review and approval of invoices, grant closeout, and on-site monitoring.

A6. Manage the federal and Serve Wisconsin online grant management systems, currently eGrants and OnCorps, which Wisconsin AmeriCorps programs use for activities related to grant applications, AmeriCorps member service hours, and financial management.

A7. Coordinate communications with AmeriCorps programs to ensure effective transfer of information and guidance.

A8. Develop and maintain effective working relationships with nonprofit and faith-based organizations and other government entities.

A9. Plan, organize and execute trainings for Wisconsin AmeriCorps programs.

A10. Develop and maintain instructional documents for Wisconsin AmeriCorps programs.

A11. Support the AmeriCorps programs alignment with the Wisconsin State Service Plan.

30% B. Manage and monitor grant solicitation processes and program training

B1. Draft and release a request for proposals in compliance with complex federal and state rules, regulations, and laws.

B2. Develop and maintain a competitive grant application and selection process free of bias.

B3. Manage the State of Wisconsin request for proposals/ application processes for AmeriCorps grants, including selection, eligibility, and suitability of applicants.

B4. Assist in collecting program data to effectively and efficiently report to the Corporation for National and Community Service and elected officials and for marketing efforts.

B5. Develop and present in-person and online grant application trainings.

B6. Analyze, refine, and develop policies and procedures related to the process of requesting proposals.

B7. Support delivery of State Service Plan.

25% C. Provide leadership For AmeriCorps programmatic activity

C1. Manage AmeriCorps programmatic activities to ensure compliance with federal and state regulations and reporting

C2. Provide training and guidance to Serve Wisconsin Program Officers to ensure programmatic regulations and goals are being implemented uniformly across all programs.

5% D. Other duties as assigned by the Executive Director.

Knowledge, Skills and Abilities

1. Extensive knowledge of grant administration policies and procedures
2. Extensive knowledge of program planning concepts and techniques
3. Ability to interpret state and federal laws, policies and procedures
4. Skills to read and understand complex regulatory statutes and administrative codes
5. Ability to be creative, flexible, self-motivated and quality oriented.
6. Ability to identify, critically analyze and solve problems
7. Effective interpersonal skills, including conflict resolution
8. Excellent time management skills to prioritize work and ability to work autonomously
9. Excellent organizational skills and attention to detail.
10. Ability to deal with sensitive information and exercise discretion and maintain professional working relationships.
11. Effective oral and written communication skills, including presentation skills
12. Organizational skills to prioritize and balance multiple or competing priorities
13. Skills to exercise good judgment in the application of administrative policies
14. Computer skills (i.e., technical skills to effectively understand and use software and technology tools including Oracle database, Microsoft products, Internet, etc.)
15. Ability to exercise a professional demeanor and represent agency in a positive manner