



## Volunteer NH National Service Grant Officer

**POSITION:**

Grants Officer

**CLASSIFICATION:**

Regular Full-Time

**JOB SUMMARY:** This position supports the development and implementation of Volunteer NH's grants portfolio in the area of service and volunteerism. Primary functions are related to supporting Volunteer NH's role in administering the AmeriCorps program, primarily monitoring compliance with financial management of AmeriCorps State grants. The Grants Officer position performs advanced professional work under limited supervision with considerable latitude for the use of initiative and independent judgment. This position reports to the Executive Director of Volunteer NH.

The successful candidate will be a self-motivated, hands-on, organized professional with a positive, can-do attitude. She/he must enjoy the challenges and rigors of a growing and evolving service-oriented organization and must enjoy working with a variety of organizations, including small grassroots community organizations and orgs that operate nation-wide. Flexibility, focus and commitment to the goals of the organization will be critical.

**SUPERVISION RECEIVED:** Works under the direct supervision of the Executive Director

**SUPERVISION EXERCISED:** None

**ABOUT VOLUNTEER NH:**

Volunteer NH's mission is to promote the tradition of service in NH by supporting and sponsoring national service initiatives and to provide training, recognition, and a central site for volunteers and volunteer programs to help them strengthen their communities. Designated as the State Service Commission for New Hampshire in 2001, we have almost two decades of experience in service.

Our AmeriCorps portfolio has a wide variety of programs, ranging from 15 to over a hundred members, and worth over two million dollars in federal funds.

At Volunteer NH, we are committed to being an exemplary employer, where our employees are our greatest asset, by embracing a culture of teamwork with open and honest communication, a common vision and sense of purpose, regular celebration of success, courage and perseverance to take risks, personal integrity, continuous learning and empowerment.

**RESPONSIBILITIES:**

### ***Primary Responsibilities***

1. Provide sound fiscal oversight of organizations receiving AmeriCorps grants from Volunteer NH through formal monitoring and day-to-day communication, including analysis of: budgets and financial systems, organizational capacity surveys, internal control reviews, grant narratives, single audit and financial statement audits, pre-award fiscal system and document reviews, expenditure documentation, expenditure and in-kind match documentation, fiscal monitoring reviews, OMB Circulars, federal regulations, funder directives, grantees policies, procedures, and systems, and verbal and written communication with grantees.
2. Conduct fiscal monitoring activities and site visits, write reports of fiscal monitoring findings, and work with involved parties to resolve findings.
3. Review and approve grantee reimbursement requests for consistency and allowability of costs in accordance with Volunteer NH and CNCS policies and procedures and grant terms and conditions, and maintains accurate records of grantee expenditures and fiscal documentation related to compliance, deliverables, and other key performance benchmarks.
4. Serve as a specialist in assessing grantees' organizational capacity, financial systems, documentation and reports, and recommends financial best practices of grants management to current and potential grantees on matters related to financial management of AmeriCorps grants.
5. Work to identify non-compliance issues and develop recommendations to management on steps to resolve non-compliance ranging from corrective action plans to termination of grant awards; develop and monitor corrective action plans for organizations in assigned portfolio. Keeps manager informed of all significant developments, and immediately alert management of any possible signs of fraud or mismanagement of funds.
6. Collect and analyzes data, assist with preparing required reports; communicate data to stakeholders; and manage ongoing grantee risk assessment and system improvement processes.
7. Review and recommend amendments or other revisions to the agreed upon grant deliverables, timelines, budgets, and/or other grant requirements for organizations in assigned portfolio.
8. Supports the grant making process for Volunteer NH, including pre-award risk assessment, application development, selection process, negotiation process, post-award monitoring and reporting, and general technical assistance to grantees and potential grantees. Support and may lead the fiscal negotiation of grant awards.
9. Provide high quality customer service and proactively provide written and verbal feedback to organizations in assigned portfolio to build relationships and foster continuous improvement.
10. Assess and analyze training and technical assistance needs and continuous improvement issues specific to individual grantees and/or a larger portfolio to ensure high quality/high performing programs. Works with Volunteer NH team to develop training that will provide value to grantees, improving their capabilities, scale and impact.
11. Engage in research and general reading on issues and events related to Volunteer NH's mission and federal and financial grants management in particular.

12. May be assigned to develop expertise and manage special projects within a particular focus area, such as AmeriCorps program income, in-kind documentation, other grant compliance issues, or training and resource development.
13. May support the procurement process for contracts with consultants or other training providers as needed; including the process by which VNH team members and other can utilize the services of the contractors.
14. May represent Volunteer NH at meetings, conferences, events and other functions, including making remarks or presentations.
15. May facilitate meetings, focus groups, training or other events with Volunteer NH subgrantees.
16. May supervise and/or coordinate the project work of others.
17. Exemplifies Volunteer NH's Core Values and adheres to the Code of Ethics.
18. May be assigned to cross-functional teams to support Volunteer NH's goals and initiatives.
19. May perform other duties as assigned consistent with current duties and responsibilities.

### **Minimum Qualifications**

1. Two to five years of relevant work experience; at least three years of relevant work experience is preferred.
2. Understanding and commitment to Volunteer NH's mission and strategies and to all its programs and initiatives.
3. Federal financial grant management experience is strongly preferred.
4. AmeriCorps experience preferred, but not required.
5. Experience working with nonprofit organizations is preferred, including faith-based and other grassroots community organizations, and/or other social service sector organizations.
6. Must thrive in a work environment of significant growth, development, and change.
7. Willing to travel for grantee monitoring visits and special events.
8. Graduation from an accredited university with major coursework in a relevant field, such as accounting, public administration, federal grants management, or similar coursework (in special cases equivalent work experience may be substituted for this requirement).

### **Knowledge, Skills and Abilities Required**

1. Knowledge of best practices in federal grants management.
2. Knowledge of best practices in accounting, budgeting, and/or auditing and fiscal monitoring.
3. Knowledge of federal regulations and other federal grant directives; knowledge of OMB Uniform Grant Guidance (formerly OMB Circulars) is preferred.
4. Ability to coach grantees and/or other organizations, particularly related to fiscal compliance issues.

5. Ability to research, interpret, apply and communicate complex regulations, policies and procedures.
6. Ability to communicate effectively orally and in writing; to exercise sound judgment in making critical decisions; to analyze complex information and develop plans to address identified issues; and to effectively demonstrate negotiation and facilitation skills.
7. Ability to define problems, collect data, establish facts, draw valid conclusions and provide recommendations.
8. Ability to manage and prioritize work in an environment of significant growth, development and change.
9. A strong passion for supporting a portfolio of organizations with diverse community driven missions, and an ability to work with a variety of organization types (faith-based and community organizations, state/local governments, colleges/universities).
10. Intellectual curiosity, creativity, high-energy, persistent, quick study, positive attitude.
11. Excellent time management and organizational skills, detail oriented, and the ability to work both independently with general supervision and as part of a project team.
12. Strong verbal and written communication skills.
13. Excellent customer service skills.
14. Ability to think strategically in relationship building and partnership development.
15. Ability to relate to, and engender trust with people of different backgrounds, such as different ages, genders, sexual orientations, races, ethnicities, religions or faith backgrounds, political affiliations, disabilities, or socioeconomic status.
16. Thorough knowledge of Microsoft Office products, specifically Microsoft Excel.
17. Ability to manage multiple tasks simultaneously and meet multiple deadlines.
18. Ability to exercise sound judgment in making critical decisions; to analyze complex information and effectively communicate it to others.
19. Strong interpersonal skills to develop and maintain cooperative, professional and productive work relationships with others.

**HOURS:**

37.5 hours per week, with prompt regular attendance, occasional evening, early morning and weekend engagements required. This position is contingent upon continued funding from the Corporation for National and Community Service.

**ESSENTIAL FUNTIONS:**

Ability to lift up to fifty pounds; ability to deal effectively with stressful or emotionally difficult situations; ability to travel statewide or further for required meetings and conferences.

**PRINCIPAL WORKING RELATIONSHIPS:**

Board of Directors, staff, National Service program staff, AmeriCorps members, general public.

**WORKING CONDITIONS:**

Worked performed in an office setting with word processing and data entry done at a computer terminal. Filing of records requires some stooping, bending and reaching. Occasional assignments that require one to be out of doors in temperatures ranging from 32° F to 90° F. Work is of medium demand: stands, sits and walks most of the time on duty; talking and hearing essential for conferring with staff, members and the general public.

All of the above duties and responsibilities are essential position functions subject to reasonable accommodation. All position requirements listed indicate the minimum level of knowledge, skills and/or ability deemed necessary to perform the duties proficiently. The position description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Individuals may be required to perform any other position-related instructions as requested by their supervisor, subject to reasonable accommodation. This position description is not all-inclusive.

**SALARY RANGE:**

We offer competitive salary, comprehensive benefits and meaningful work in an environment that values excellence.

**ANNUAL UPDATE REQUIREMENT:**

To be evaluated at six months and in one year in accordance with the employee's anniversary date.

Those interested in applying for this position should send a resume and cover letter to Gretchen Berger at [Gretchen@volunteernh.org](mailto:Gretchen@volunteernh.org).