



POSITION DESCRIPTION

POSITION: AmeriCorps Compliance Specialist

REPORTS TO: Director of AmeriCorps

TYPE OF POSITION & FLSA STATUS: Full-time/Exempt

LOCATION: Reno, Nevada

Summary/General Description of Responsibilities:

The AmeriCorps Compliance Specialist (ACS) serves as the grants officer to support the implementation of the Nevada Volunteers AmeriCorps*Nebraska Portfolio. Primary functions are related to supporting Nevada Volunteer's role in administering the AmeriCorps*Nebraska program, primarily monitoring compliance with programmatic and fiscal management of AmeriCorps*Nebraska grants. The position performs moderately complex professional work under general supervision with moderate latitude for the use of initiative and independent judgment. This position reports to the Director of AmeriCorps

Primary Functions:

- Works as part of a two-person team structure (Director of AmeriCorps and ACS) in development and implementation of Nevada Volunteer's service and volunteerism strategies.
- Serves as liaison and primary programmatic point of contact for a portfolio of AmeriCorps sub-grantees.
- Provide sound programmatic oversight of organizations receiving AmeriCorps*Nebraska grants from Nevada Volunteers through formal monitoring and day-to-day communication, including analysis of: grant narratives; program start-up review; grantee policies; procedures and systems; criminal history checks; and programmatic policy reviews; as well as ensuring compliance with federal AmeriCorps regulations, provisions, and other guidance or funder directives.
- Provides high quality customer service and proactively provides written and verbal feedback to organizations in assigned portfolio to build relationships and foster continuous improvement.
- Maintains expert knowledge of AmeriCorps (Federal grant) statutes, regulations, policies and procedures. Ensure that knowledge is maintained despite changes to regulations, policies, and processes.

- Plan, lead, and conduct programmatic monitoring activities and site visits to ensure consistency with grant terms and conditions, timelines, budgets, and performance measures. Write reports of programmatic monitoring findings, work with involved parties to resolve findings, and disallow costs if required.
- Review, verify, analyze and document program performance, progress and impact via regular programmatic reports from grantees.
- Maintain accurate grant records for each grantee related to grant-specific performance data including grant-approved deliverables, performance benchmarks and other key performance measures.
- Develops and/or maintains a grantee management system including OnCorps for tracking grantee data and key performance indicators collected. Develops and trains others on grantee management database and tools.
- Collects and analyzes data, communicates data to stakeholders, and assists with preparation of grant reports; and participates in ongoing grantee risk assessment and system improvement processes.
- Supports the grant making process for AmeriCorps*Nevada, including pre-award program document start-up review, application development, selection process, negotiation process, post-award monitoring and reporting, and general technical assistance to grantees and potential grantees. Supports and may lead the programmatic negotiation of grant awards.
- Serve as a specialist in assessing grantees' organizational capacity and recommends best practices of grants management to current and potential grantees on matters related to programmatic management of AmeriCorps grants.
- Works with the AmeriCorps*Nevada team to identify non-compliance issues and may develop recommendations to the Director of AmeriCorps on steps to resolve non-compliance ranging from corrective action plans to termination of grant awards; develops and monitors corrective action plans for organizations in assigned portfolio. Keeps manager informed of all significant developments, and immediately alerts management of any possible signs of fraud or mismanagement of funds.
- Reviews and recommends amendments or other revisions to the agreed upon grant deliverables, timelines, budgets, and/or other grant requirements for organizations in assigned portfolio.
- Assesses and analyzes 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 Director of AmeriCorps to develop training that will provide value to grantees, improving their capabilities, scale and impact.
- May be assigned to develop expertise and manage special projects within a particular focus area, such as AmeriCorps special events, program evaluation and performance measurement, criminal history checks, branding and identity requirements, multi-site member management, and AmeriCorps member recruitment, training and retention.
- May work in coordination with the Director of AmeriCorps to implement strategies that ensure the marketing of Nevada Volunteers grants and services reaches a broad and appropriate constituency.
- May facilitate meetings, focus groups, training or other events with Nevada Volunteers grantees.

- May assist with developing grant applications that support the area of service and volunteerism.
- May supervise and/or coordinate the project work of others.
- May perform other duties as assigned consistent with current duties and responsibilities.

Under the Supervision of the Director of AmeriCorps, Responsible for:

- May represent Nevada Volunteers at meetings, conferences, events and other functions, including making remarks or presentations.

Accountable for:

- Leads from a philosophy that emphasizes trust, personal responsibility and initiative at all levels of the organization, a shared commitment to Nevada Volunteers' organizational values, and an upward path of mobility that is supported by coaching, regular feedback, and professional development.
- Manages with a philosophy that encourages making decisions at the lowest appropriate level. Equips team members with knowledge and information and empowers team members to effectively define problems, collect data, establish facts, draw valid conclusions and provide recommendations.
- Promotes and advocates an organizational culture that values volunteers, supports their development and retention, and leadership in the organization.
- Work with Volunteer and paid staff as needed to successfully complete tasks, including following processes established for documenting and tracking volunteer hours and impact.
- Effectively utilizes pro bono and volunteer support, with limited, strategic use of external contractors.
- Timely completion and accuracy of all work.
- Adherence to policies and procedures.
- Equipment within his or her possession.

Authorities and Limitations of Authority:

- As assigned.

Qualifications:

- Bachelor's degree.
- A passion for service and building collaborations.
- Grants management experience.
- Budgeting and financial management experience.
- Strong problem solving and group leadership skill.
- Ability to interact with people of all ages and cultural backgrounds.
- Ability to work independently and as part of a team.
- Proficient computer skills.
- Excellent oral and written communication skills.
- Ability to work flexible hours and travel as needed.
- Willingness to submit to and pass a comprehensive National Service Criminal History Check, which includes a National Sex Offender Registry Check, State of Nevada background check and an FBI fingerprint check

Knowledge, Skills and Abilities Preferred

- AmeriCorps program and member management experience is strongly preferred.
- Personal AmeriCorps or national service experience is preferred.
- Experience working with nonprofit organizations is preferred, including faith-based and other grassroots community organizations, and/or other social service sector organizations.
- Knowledge of best practices in AmeriCorps program and member management.
- Knowledge of best practices in program evaluation and performance measurement.
- Knowledge of AmeriCorps federal regulations, provisions, and other AmeriCorps-specific grant directives.
- Knowledge of federal financial management regulations and best practices.
- Ability to coach grantees and/or other organizations, particularly related to program design and compliance issues.