



POSITION DESCRIPTION

POSITION:	Grants Coordinator
REPORTS TO:	Director of AmeriCorps
TYPE OF POSITION & FLSA STATUS:	Full-time/Exempt
LOCATION:	Reno, Nevada
SALARY:	\$32,000-\$38,000, with competitive benefits package

Who we are:

Nevada Volunteers is the Governor's Commission on Service. We are a nonprofit organization dedicated to strengthening Nevada through national service and volunteerism. As the State's central coordinating body for service and volunteerism, Nevada Volunteers is responsible for developing, implementing and sustaining a vision and culture of civic engagement and national and community service throughout the State. We do this through the administration of AmeriCorps*State grants, and training for public sector leaders, and raising the visibility of volunteerism and national service in Nevada.

Position Overview:

The Grants Coordinator is an important part of the AmeriCorps Team at Nevada Volunteers. This position provides support to the Director of AmeriCorps with grantmaking and grant compliance for Nevada AmeriCorps grantees. To provide that support, the Grants Coordinator must be a lifelong learner, willing to ask questions and make well-researched recommendations on best practices. The ideal candidate will have previous AmeriCorps experience, a desire to grow and advance with Nevada Volunteers, and embody the objective of strengthening Nevada through service.

Responsibilities:

- Work as part of the AmeriCorps team in development and implementation of Nevada Volunteer's national service and volunteerism strategies.
- Provide support to Director of AmeriCorps in ensuring sound oversight of organizations receiving AmeriCorps*State grants from Nevada Volunteers. Maintain accurate grant records for each grantee.
- Support the grant making process for AmeriCorps Nevada, including advertising funding opportunities, grant review, working with the Peer Review Committee, and providing technical assistance to potential grantees.
- Provide project management for AmeriCorps team ensuring that deadlines are met in a timely fashion.
- Develop and maintain expert knowledge of AmeriCorps (federal grant) statutes, regulations, policies and procedures. Engage in research and general reading on issues and events related to federal grants management.
- Develop and maintain expert knowledge of grant database systems. Develop and train others on grantee management database and tools. Reconcile grant database systems monthly and compile quarterly reports from grantees and submit to Director of AmeriCorps.
- Work with the Communications and Event Coordinator to develop and implement strategies to improve the marketing and brand recognition of AmeriCorps in the State of Nevada. Support the maintenance of the AmeriCorps sections of the Nevada Volunteers website.

- Process grantee travel reimbursement requests and fixed-price invoices.
- May be assigned to develop expertise and manage special projects within a particular focus area, such as AmeriCorps or volunteerism special events, creation of AmeriCorps Alumni groups, and recognition of members and programs.
- May facilitate meetings, focus groups, training or other events with Nevada Volunteers grantees or be assigned to a cross-functional team to support Nevada Volunteers goals.
- May perform other duties as assigned consistent with current duties and responsibilities.
- The above functions may be completed with or without reasonable accommodations.

Accountable For:

- Promotes and advocates for 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.
- Working closely and harmoniously with other employees.
- Adherence to policies and procedures.
- Equipment within his or her possession.
- Daily cleaning of assigned work spaces.

Qualifications:

- At least three years of relevant work experience.
- A passion for national service and volunteerism.
- Intellectual curiosity, creativity, persistence, and a positive attitude.
- Strong problem solving and leadership skills.
- Strong organization skills and attention to detail.
- Ability to interact with people of all ages and cultural backgrounds.
- Proficient computer skills. Confidence in using Excel and Microsoft Word and the ability to learn new systems quickly is essential.
- Excellent oral and written communication skills.
- Ability to work flexible hours and travel as needed.
- Completion of an AmeriCorps term of service is highly desirable.
- Experience with programs funded with federal grants is a plus.

Nevada Volunteers is an Equal Employment Opportunity organization. As such, Nevada Volunteers ensures equal employment opportunities without discrimination or harassment on the basis of age, gender, race, color, religion, national origin, sexual orientation, veteran status, disability or other classes protected by law.

Nevada Volunteers will conduct pre-employment and employment screenings as follows:

- National Sex Offender Public Registry Website
- Conduct a fingerprint-based Nevada State/FBI criminal registry check

To apply send resume and cover letter to info@nevadavolunteers.org.

This position is open until filled but priority consideration will be given to applications received by July 20, 2018. Qualified applicants will be contacted the week of July 23, 2018.