



Volunteer Tennessee
AmeriCorps Program Manager Job Description
4/29/24



Basic Function:

Advance the mission of Volunteer Tennessee by managing grants to support Tennessee programs.

Philosophy of the position:

The position works as part of the AmeriCorps Team to support Tennessee AmeriCorps, Volunteer Generation Fund, volunteer center, and youth civic engagement programs to meet compelling community needs, strengthen communities, and build a lifelong ethic of service among Tennessee National Service members.

Essential functions:

1. Funding Processes (35%)
 - a. Plan and support annual grants application processes to administer federal funding.
 - b. Review applications for content and compliance and create application feedback for each application.
 - c. Prepare funding recommendations for the board and prepare Volunteer Tennessee application package for submission to AmeriCorps.
 - d. Negotiate programmatic and budgetary changes with funded programs.
2. Program Management (25%)
 - a. Provide support to programs through regular communication with program directors, host agency staff, National Service members, and the federal funding agency.
 - b. Coordinate with other staff to identify appropriate training and technical assistance for programs.
 - c. Participate with AmeriCorps Team to develop strategic plans and policy documents.
 - d. Develop periodic expense report workbooks and process requests for payment.
3. Federal Reporting and Other (25%)
 - a. Develop and submit federal progress and financial reports.
 - b. Respond to requests for additional information from the AmeriCorps agency.
 - c. Represent Volunteer Tennessee at state, regional, and national meetings.
 - d. Assist in responding to public information requests related to AmeriCorps and National Service.
4. Program Compliance (10%)
 - a. Assist in creating annual monitoring plan for programs based on risk assessments.
 - b. Plan and coordinate, with Executive Director, site visits to programs by board members.
 - c. Monitor program performance through site visits, desk reviews, and progress/financial report review.
5. Contract Management (5%)
 - a. Develop contracts with programs based on federal funding and containing appropriate state and federal requirements, and track contracts through signature process.
 - b. Maintain contract files, compile program information for Title VI and IX compliance reporting, and coordinate semi-annual program attestations of compliance.
 - c. Conduct annual closeout of contracts.

Salary and Benefits:

First step in the annual salary range is **\$54,000**. Position is a state Executive Service employee with salary and benefits. For a full listing of benefits, see <https://www.tn.gov/careers/employeebenefits.html>. Position is subject to federal funding availability.

Work Requirements/Qualifications:

1. Graduation from accredited college/university with a bachelor's degree and at least one year of experience with program or grants management required (State Service Commission experience preferred).
2. Understanding of and commitment to AmeriCorps, National Service, and engagement of diverse persons (including those with disabilities) as AmeriCorps members.

3. Understanding of principles of financial and program management and grants administration (2 CFR 200), and familiarity with State Service Commissions and state administrative procedures.
4. Ability to develop and maintain high-level professional coaching, monitoring, and collaborative relationships and commitment to teamwork.
5. Ability to express oneself clearly and accurately, both orally and in writing.
6. Ability to problem-solve in a complex regulatory environment.
7. Ability to prioritize and get things done calmly in a fast-moving environment.
8. Ability to prepare and maintain detailed, accurate records, reports and files.
9. Computer competency (word processing, spreadsheets, database, etc.).

Work Environment:

Significant deadline pressures, frequent interruptions, daily telephone/video and email work. Position is eligible for work-from-home; however, **Tennessee residency is required**. Nashville residency preferred. Volunteer Tennessee **cannot** cover relocation expenses. Approximately 5-10% travel required for site visits and days of service. Main office located in Nashville, TN. For more information on Volunteer Tennessee, see www.volunteertennessee.net.

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, Volunteer Tennessee is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.

To apply, send cover letter and resume to Volunteer.Tennessee@tn.gov by May 28, 2024. Applicants must pass a background check prior to employment.