



POSITION DESCRIPTION

(REV 2/28/20)

POSITION: Executive Director

REPORTS TO: Commission Chair

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

EEOC JOB CATEGORY: Official / Manager

Summary/General Description of Responsibilities:

The Executive Director administers the federal national service investment awarded to the State of Nevada and as such must continuously develop new partnerships to grow and expand national service. This unique position must work effectively with the federal cognizant agency, members of Congress and their staff, local elected officials, subgrantees in the nonprofit and local government sectors, volunteers and AmeriCorps members to build and sustain an effective volunteer ecosystem. Working with the Board of Directors, implements projects and initiatives to promote and support national service and volunteerism, in general, throughout the state.

Duties:

NV Volunteers administers approximately \$3 million in federal funding each year to support AmeriCorps service programs which address community needs. Each year, up to approximately 11 sub-grantees engage over 420 AmeriCorps members in service at nonprofits, schools, faith-based organizations, and units of government. Approximately \$700,000 in other funds are used to service additional elements of the organization's mission.

The incumbent in this position manages and directs the work of six (6) professional staff members and is responsible for:

- Complying with federal requirements pertaining to state service commissions in the National and Community Service Act of 1990 (NCSA), as amended at 42 U.S.C. § 12638;
- Seeking additional sources of non-federal funds, especially private funds, to meet matching requirements and build upon existing service initiatives;
- Providing recommendations to the Governor pertaining to congressional and/or legislative policy initiatives that promote the ethic of service;
- Identifying existing and new policies or practices that lead to the expansion of national service opportunities in Nevada and support federal efforts on expanding national service;
- Providing the leadership and vision, alongside the Board of Directors, local volunteer organizations, civic and community groups, and units of government, to make voluntary service a part of the lives of all Nevadans.
- Ensure effective administration of all aspects of NV Volunteers to include finance, fundraising, human resources, internal and external promotion of the organization and volunteerism, liaison with the Governor's office for Commissioner appointments, and compliance.

Working Conditions:

- Office environment with some non-standard workplaces for site visits, etc.
- Standard work week. Evening and weekend, work may be required.
- Up to 25% travel throughout Nevada and nationally for events and training.

Qualifications:

BA/BS and four (4) years of senior-level, professional experience supervising a staff of 5+ volunteer / paid staff. Additional qualifying experience may substitute for the education requirements. In addition, three years of experience supervising or managing professional-level staff is required.

Note: Senior-level qualifying experience may include: responsibility for major fund development efforts: developing, analyzing, and/or implementing public policies; managing or coordinating government programs; performing program research and analysis; analyzing proposed legislation, etc.

The ideal candidate will have:

- Experience managing federal grants.
- Proven fundraising experience (beyond federal AmeriCorps grants)
- Strong relationship management skills in building partnerships and collaborations with demonstrated results. Ability to navigate social, business, and governmental networks. An ability to and confidence in working with senior executives and elected officials.
- Demonstrated ability to foster a volunteer centric culture that has led to significant volunteer engagement.
- Experience with conducting grant application processes.
- Knowledge of the NCSA of 1990, as amended by the Serve America Act (42 U.S.C. 12501 et seq.) and the implementing regulations at 45 CFR Chapter XXV and 2 CFR. Understanding of applicable federal and state laws pertaining to nonprofit organization's operation.
- Prior experience with AmeriCorps.
- An ability to motivate self and supervise, manage and direct the work of others
- Strong problem solving and group leadership skills.

Nevada Volunteers will conduct pre-employment screenings as follows:

- Conduct a criminal background check
- National sex offender public registry