

Job Title: Program Manager—National Field Director

Description:

This is a highly responsible professional position that directs programmatic aspects of Legacy Corps for Veterans and Military Families (hereinafter referred to as “Legacy Corps”), an AmeriCorps national direct grant program housed at Arizona State University’s Watts College of Public Service and Community Solutions. Directs programmatic development and administration of all subaward grantees funded through AmeriCorps (formerly the Corporation for National and Community Service (CNCS)). Requires diverse technical and communication skills to foster the development and sustainability of Legacy Corps. Familiarity with organizational caregiver support services for veteran and military families is a plus. Responsible for AmeriCorps member management database, AmeriCorps member eligibility, subaward training plans, contractual compliance for member training and services, research and evaluation compliance, and compiling data for national federal compliance reports. Individual must have experience working with large federal grants with multiple subaward grantees, demonstrated communication skills (e.g., active listening, ability to interpret complex federal and state regulations into verbal and written guidance), and volunteer management. Must have demonstrated ability to understand and apply numerous software and database applications in direct support of our subaward grantees.

Essential Duties:

- Serves as the primary liaison with national subaward grantees for all programmatic federal, state and local compliance issues.
- Ensures compliance with federal guidelines regarding member eligibility, including national background checks, citizenship documentation, national sex offender checks, required educational attainment and other service requirements.
- Takes the lead role in the allocation of program year slots, costs per Member Service Year (MSY), and funding amounts for subawards.
- Calculates the slot allocations and pricing for the ASU’s yearly subaward using OnCorps.
- Works to create a veteran-military culture across programs at all levels of the organization.
- Develops policies, procedures, and protocols for volunteers that foster civic engagement opportunities for veterans and military member and volunteers during and after their term of services.
- Tracks all subaward member service hours in compliance with their term of services.
- Reviews and approves criteria for member suspension and exits for compelling circumstances.
- Serves as the primary interface with Legacy Corps subaward grantees to provide continuous technical assistance.
- Ensures timely exits of members and completes file documents in accordance with federal compliance standards.

- Completes all on-site annual compliance visits to ensure adherence to federal, state and local policies. This includes desk-tops reviews and writing federal reports in accordance in established time frames.
- Conducts training sessions and public presentations on diverse program topics in support of subaward grantees and veteran-military culture.
- Produces monthly performance reports of subaward sites (e.g., measurements of year-to-date enrollment of members, training and service member training activities).
- Assists in the review of subaward budgets and compiling support documents.
- Interprets AmeriCorps Provisions, Regulations, OMB Circulars and other policies and procedures disseminated through AmeriCorps, or ASU and the Watts College.
- Assists in writing foundation or government funding proposals/grant applications.
- Reviews, approves, and manages subaward programmatic corrective action plans.
- Provides programmatic orientation to new subaward grantees.
- Seeks out new program partners for expansion including the identification of prospective new subaward grantees.
- Completes other duties as assigned specific to the administration of the Legacy Corps for Veterans and Military Families grant.

Knowledge, Skills, and Abilities:

Strong knowledge of project management principles, change management practices, and techniques needed for large, complex projects.

Working Environment:

Activities are primarily performed in a regular, climate-controlled office setting subject to extended periods of sitting, standing, walking. Visual acuity and manual dexterity associated with daily use of desktop computer; bending, stooping, reaching and lifting up to 20 pounds. Ability to clearly communicate verbally in English, read, write, see, and hear to perform essential duties. Review of completed tasks; provides and reviews assigned work activities to team members for quality and achievement of set goals.

Minimum Qualifications:

Bachelor's degree and eight (8) years related experience; three (3) of which include project management of technical or scientific endeavors, OR, any equivalent combination of experience, and/or education from which comparable knowledge, skills and abilities have been achieved.

Desired Qualifications:

Experience working on AmeriCorps-funded projects; familiarity with the regulatory compliance issues associated with AmeriCorps State & National programs. Experience developing strategies and technical specifications for large federally-funded projects with multiple subaward grantees. Ability to manage large, complex human service projects. Fosters partnerships; develops understanding of needs, issues, problems. Familiarity with the OnCorps software system. Familiarity with AmeriCorps' eGrants platform. While Legacy Corps is based on the downtown Phoenix campus of ASU, this position is not required to be done from this location and the work can be done remotely if needed.

Salary: \$68,519-\$88,519 depending on qualifications and location

To see full job application and/or apply please go here: bit.ly/3ldJmlq

Applications are due by 3 pm MST on Friday, March 3, 2023