



volunteerflorida

Volunteer Generation Fund Program Manager

Volunteer Florida is currently looking for a Volunteer Generation Fund Program Manager to join our team! Be part of the people powered solution of National Service, supporting solutions to Florida's most pressing challenges.

Position Summary

Volunteer Florida's Volunteer Generation Fund Program Manager will serve as a key team member in the National Service Department. The position will have primary responsibility for managing the grant and contract management, including training, of the portfolio of Volunteer Florida's Volunteer Generation Fund grantees. This position requires grant or contract management experience and strong relationship skills.

The *Volunteer Generation Fund* is an initiative of AmeriCorps, a federal agency. This funding focuses investments on volunteer management practices that increase both volunteer recruitment and retention. Results include increasing volunteers to meet critical community needs and the strengthening of volunteer management practices of Florida organizations.

Desired Skills and Experience

This position requires a Bachelor's degree and a minimum of three years' relevant work experience or seven years of relevant experience to substitute for the educational degree. Master's degree in social work, administration, education or in a related field, preferred. The ideal candidate will be internally motivated towards excellence, a team player with grant management experience and will have a passion for service. Service in AmeriCorps or Peace Corps is an additional consideration.

Other knowledge, skills and experience include the following:

- **Grant Management** — Knowledge of contract management, technical assistance, training and monitoring of subgrantees to ensure high quality performance. Ability to provide technical assistance and monitoring compliance activities to ensure program fidelity. Lead the Volunteer Generation Fund RFP and subgrantee submission process. Ability to understand and provide guidance on federal regulations related to non-profit and government grants.
- **Technical Aptitude** – Demonstrated ability to learn and fully utilize technology platforms. Volunteer Florida staff utilize the federal eGrants platform and Blackbaud Grants Management.
- **Verbal and Written Communication**— Ability to effectively communicate both verbally and in writing with excellent interpersonal skills and the ability to work collaboratively.
- **Data Management** – Skill in data collection procedures and supporting subgrantees with tracking outcome data.
- **Financial Aptitude** — Skill in sub grantee budget review related to funding applications, budget amendments and in monitoring sub grantee utilization of funds.
- **Complex Problem Solving** — Demonstrated ability to identify complex problems and review related information to develop and evaluate options and implement solutions. Ability to work independently and as part of a high performing team.
- **Planning and Coordination** — Demonstrated ability to plan and coordinate among members of the team and between other departments or external organizations in support of subgrantee training and other Volunteer Florida projects. Ability to develop training materials and present subgrantee training sessions.
- **Organization** – Skill in maintaining a high level of organization with the ability to effectively manage multiple projects simultaneously. Skill in time management.
- **Travel** – Ability to travel overnight for subgrantee monitoring, training and other events as needed.



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Volunteer Florida is the state's lead agency for volunteerism and national service for Florida. Volunteer Florida administers over \$34M in federal and state funding to deliver high-impact national service and volunteer programs in Florida. For more information about our organization, please visit us at: www.volunteerflorida.org.

EQUAL EMPLOYMENT OPPORTUNITY

Volunteer Florida is committed to providing equal opportunity in all of our employment practices, including selection, hiring, promotion, transfer, and compensation, to all qualified applicants and employees without regard to age, race, color, sex, religion, national origin, marital status, gender identity or expression, sexual orientation, pregnancy, disability or any other protected status in accordance with the requirements of all federal, state and local laws.

SALARY RANGE

\$45,000 - \$55,000 annually