



AMERICORPS GRANTS ASSOCIATE

POSITION DESCRIPTION

Overview

Under the leadership of the Director of AmeriCorps programs and the supervision of the Manager of Grants and Development, the Grants Associate has the responsibility of supporting the grantmaking workplan. Key responsibilities include developing extensive knowledge of federal legislation, regulations and policies relating to AmeriCorps, assist in conducting an appropriate grantmaking process, tracking deadlines for all AmeriCorps grant awards and supporting the work of the AmeriCorps department.

Specific Tasks

- Support grantmaking process including the development of each RFA, parameters, qualifications, state priorities, selection criteria, selection process, outreach and technical assistance;
- Maintain California policy and procedures related to grantmaking, including updates to federal regulations and provisions as well as CaliforniaVolunteers' state policies;
- Provide federal funding updates, outlining strategies to forecast California's funding percentages and creating documents and reports to facilitate decisions to select applicants for funding;
- Coordinate outreach process including development and oversight of timelines, due dates, target underserved communities, and specific sectors;
- Coordinate peer/staff review process including trainings, tools, curriculum and communication;
- Manage contract requirements check and documentation verification;
- Manage through coordination with appropriate fiscal and program staff, Subtitle C federal grant awards (operational AmeriCorps grants) to assure compliance with timelines, requirements and close-out procedures;
- Support the AmeriCorps Department with maintaining systems, database and files as well as provide logistical support for training and technical assistance, and;
- Other duties as assigned.

Desired Qualifications

- Bachelor's degree or higher
- Extensive writing experience, with an ability to quickly and accurately summarize concepts
- Strong written and oral communications skills
- Ability to travel and work an irregular often demanding schedule
- Ability to manage multiple projects at one time, particularly those that are high-profile and time-sensitive
- Ability to manage budgets and spreadsheets to create reports

To apply, please send cover letter and resume to:

AmeriCorpsgrants@californiavolunteers.ca.gov

CaliforniaVolunteers
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