

Alabama Governor's Office of Volunteer Services

Alabama State Service Commission

Senior Program Officer

Position Type: Full-Time, Appointed

Location: Montgomery, Alabama

Schedule: 8:00 am to 5:00 pm

Pay Range: \$55,615.20 - \$64,437.60

Reports To: Coordinator

Application: Resume, Cover Letter, Questionnaire

This is a full-time appointed position with the State of Alabama in the Governor's Office of Volunteer Services (GOVS). This non-merit position is in Montgomery, AL and serves at the pleasure of the Governor. This position is grant funded and continued employment is contingent upon available funding. The position offers a competitive salary and state benefits including health insurance, retirement, and annual and sick leave.

THE STATE OF ALABAMA IS AN EQUAL OPPORTUNITY EMPLOYER. AmeriCorps Alums and individuals with national service experience are strongly encouraged to apply.

GOVERNOR'S OFFICE OF VOLUNTEER SERVICES MISSION

The Governor's Office of Volunteer Services is the Alabama State Service Commission, and our mission is to increase an ethic of service and volunteerism in the State of Alabama, strengthen the capacity of Alabama's faith and community-based organizations, and promote collaboration among individuals and organizations striving to meet some of the greatest needs in our state. This includes developing and supporting a network of AmeriCorps programs to expand their capacity to meet the state's greatest needs.

POSITION DESCRIPTION: SENIOR PROGRAM OFFICER

The GOVS encourages, develops, and facilitates volunteerism and service, which builds upon the talents, strengths, opportunities, and challenges of people and communities in ways that enhance the quality of life for all Alabamians. The Sr. Program Officer is responsible for overseeing federal funds intended to promote community service and volunteerism throughout Alabama. This position develops policies and procedures; conducts program planning, monitoring, and evaluation for federal AmeriCorps funds; and functions as a technical expert to local and state government agencies and nonprofit organizations related to federal and state laws.

This position is responsible for issuing grant agreements, conducting risk assessments, monitoring financial and program performance, identifying noncompliance and corrective actions, and all other oversight tasks associated with grant program management including federal performance and compliance reporting. This position participates in the grant selection process, reports on grantee performance to Commissioners overseeing grants, and assists with drafting changes in Commission policies.

GOVS is seeking a highly self-motivated, resourceful, and organized self-starter who works well in a team environment. Must have a strong focus on quality and compliance and exhibit a customer friendly approach. Positive interpersonal skills and demonstration of a high level of integrity and a sense of urgency is necessary. Must be solutions-oriented, have excellent communication (both written and verbal) skills, proficient with Office 365 applications, and enjoy the challenges of a growing and evolving service-oriented organization and working with various organizations, including faith-based and grassroots community organizations.

PRIMARY RESPONSIBILITIES

Program Leadership and Management

- Provide overall leadership and oversight of the Alabama State AmeriCorps grant program to ensure an impactful service experience. Serves as primary point of contact for AmeriCorps.
- Direct all technical operations and activities necessary to maintain and provide support for statewide delivery of AmeriCorps program.
- Assist GOVS Coordinator in implementation of the Alabama State Service Plan.

- Assist in development of policy, including reviewing state and local legislation, regulations, directives, and guidance.
- Stay up to date with State and Federal regulations, policy changes that could affect AmeriCorps program.
- Collaborate with GOVS Coordinator and Accounting staff to ensure all components of the AmeriCorps Program are implemented in compliance with AmeriCorps, the federal agency.

Grant Management:

- Lead the AmeriCorps grant processes, including writing the Notice of Funding Opportunity (NOFO) and reviewer materials, coordinates and manages the sub-grantee grant review process, develops scoring criteria, aggregating the peer review and staff recommendations, and providing feedback, clarifications, and resolution items to applicants.
- Review grant applications received. Work with GOVS staff to prepare clarifications on each grant application with follow-up with applicants.
- Coordinate with GOVS staff to provide initial fiscal and program technical review of grant applications and presents funding recommendations of federal funds to the Commission Program Committee review and Commission approval.
- Notify grant applicants of Commission decision. Support the grant making process for AmeriCorps with pre-award risk assessment, post-award risk assessment, selection process, and narrative and budget review.
- In collaboration with the GOVS Coordinator, supervise the submission of applications and reports to AmeriCorps, the federal agency.

Program Management and Monitoring:

- Oversee and manage the programmatic, technical, and administrative components of grants management or program development throughout the grant life cycle.
- Plan, lead, and conduct program monitoring activities and site visits to ensure consistency with grant terms and conditions, timelines, budgets, and performance measures. Prepare monitoring reports on grant activities, findings, and results, and works with subgrantees to resolve findings and disallow costs.
- Review and recommend amendments or other revisions to the agreed-upon grant deliverables, timelines, budgets, or other grant requirements for organizations in assigned portfolio.
- Develop an annual monitoring plan and provides leadership to staff in all aspects of monitoring including site visits, progress report reviews, fiscal reviews, desk monitoring, etc.
- Work with other GOVS staff to assess and manage program's risk to determine overall monitoring strategy and activities. Annually reviews each program's performance and risk levels, ranks programs based on review findings, and reports findings to the GOVS Coordinator.
- Collaborate with other GOVS staff to provide required federal reporting. Review statistical and final reports, including overseeing preparation of the reports, before submitting for final review to the GOVS Coordinator.

Training and Technical Assistance:

- Coordinate with GOVS staff for implementing GOVS's grant for training and technical assistance, including: creation of an annual Training Plan; annual creation and submission of the summary of accomplishments report; and implementation of the Training Plan to strengthen GOVS's AmeriCorps programs and the National Service and Volunteerism network across Alabama.
- Provide technical assistance and program development guidance to AmeriCorps program leaders, members, staff and the public about GOVS and AmeriCorps.
- Assist with developing in-person and webinar training resources; and presents and facilitates training at conferences, webinars, and meetings.
- Facilitate trainings, meetings, check-in calls, and other events with subgrantees as needed.
- Serve on teams and workgroups tasked with developing or revising guidelines, policies, and processes.

Other Duties

- Supervise AmeriCorps staff; intern/fellow, or other junior staff.

- Support development of new partnerships and represent the Commission at local, regional, state and national conferences and symposiums on AmeriCorps Program and national service. Promote existing and new programs and supporting volunteerism in the state.
- Conduct research on best practices; collect data, analyzes and develops reports; maintain statistical information on program performance and communicate data to stakeholders; manage ongoing AmeriCorps evaluation and system improvement processes.
- May perform other duties as assigned consistent with the position’s duties and responsibilities.

MINIMUM QUALIFICATIONS

- Completion of a Bachelor’s Degree in public administration, political science, education, community/regional planning, human resources, social/behavior sciences, or related area; or any equivalent combination of experience and training. Master’s Degree preferred.
- Professional experience or three or more years of work experience in the administration or operation/execution of a program (i.e., providing consultation and/or technical assistance to stakeholders, research and analysis, or enforcement of program guidelines/policies/procedures).
- Minimum 3-5 years of professional experience in program and grant administration, management of community services, or non-profit service delivery desired.
- Experience managing AmeriCorps and/or other grant programs, projects and /or personnel is preferred
- Peace Corps, AmeriCorps, or other national service experience preferred, but not required.
- Experience working with nonprofit, or government organizations is preferred.
- Knowledge of the National Service System, national service programs in Alabama and/or volunteer management and community services in Alabama.
- Ability to develop and maintain a high-level of professional coaching, and collaborative relationships, and commitment to teamwork.
- Ability to prioritize, problem-solve, and get things done calmly in a fast-moving environment.
- Computer competency, including Office 365 programs, social media platforms, online training platforms.
- Must be willing to travel. Ability and willingness to work flexible hours and travel independently within Alabama and occasionally out of state. Valid driver’s license required.

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES

Needs to be detail oriented, a level of understanding of evaluation and performance measures, ability to understand grant budgets, ability to read and comprehend federal regulations and policies for monitoring purposes and provides guidance to sub-grantees. Compliance and quality focused, willingness and eager to learn and implement best practices. Customer friendly, strong communication skills, serves as a role model demonstrating ethical conduct and respect for others. Acts in accordance with federal rules and regulations, policies, and procedures. Excellent customer service, time management, and organizational skills. Ability to exercise sound judgment in making critical decisions; analyze complex information and develop plans to address identified issues; and effectively demonstrate negotiation and facilitation skills. Capacity to work independently, in a team, and collaboratively with a broad range of individuals and organizations.

To apply, send cover letter, resume, and completed Senior Program Officer Supplemental Questionnaire to Info.AmeriCorps@ServeAlabama.gov. Please include “Senior Program Officer” in subject line.

Closing Date: Open until filled. Interviews will begin immediately.

For more information about our office, please visit www.ServeAlabama.gov.