



Job Title: Program Officer

Opening Date: February 13, 2017. Open until filled.

Salary: We offer competitive salary, comprehensive benefits and meaningful work in an environment that values excellence.

ABOUT ONESTAR FOUNDATION

OneStar's mission is to build a better nonprofit sector for a better Texas. For almost four decades there has been an acknowledgment by the State of Texas of the critical importance of civic engagement and volunteering to the strength of our communities. From the creation of the Texas Center for Volunteer Action in 1976 to the formation of its eventual successor, OneStar Foundation in 2004, Texas has maintained its support of a strong nonprofit sector.

Today, OneStar carries out its mission for state government as a supporting nonprofit of the Office of the Governor. We serve as the state's Office of Faith-Based and Community Initiatives and the State Service Commission, managing a portfolio of approximately \$12 million in federal grant funds for AmeriCorps*Texas programs. OneStar focuses on strengthening the nonprofit sector, encouraging civic engagement through service and volunteering, promoting innovative strategies to address local issues and facilitating public-private partnerships to expand the reach of the sector.

OneStar is recognized statewide as an advocate for service and volunteering, a neutral convener and a respected business partner to foundations, state agencies, and the business community. Together we can make a stronger more vibrant Texas with opportunities for all to serve.

At OneStar, we are committed to being an exemplary employer, where our employees are our greatest asset, by embracing a culture of teamwork with open and honest communication, a common vision and sense of purpose, regular celebration of success, courage and perseverance to take risks, personal integrity, continuous learning and empowerment.

ABOUT THE POSITION: PROGRAM OFFICER

OneStar Foundation seeks to fill the full-time position of Program Officer. This position supports the development and implementation of OneStar's grants portfolio in the area of service and volunteerism. Primary functions are related to supporting OneStar's role in administering the AmeriCorps*Texas program, primarily monitoring compliance with programmatic management of AmeriCorps*Texas grants. The Program Officer position performs moderately complex professional work under general supervision with moderate latitude for the use of initiative and independent judgment. This position reports to the Manager of AmeriCorps*Texas and serves on the AmeriCorps*Texas team, currently with 6 people total.

The successful candidate will be a self-motivated, hands-on, organized professional with a positive, can-do attitude. She/he must enjoy the challenges and rigors of a growing and evolving service-oriented organization and must enjoy working with a variety of organizations, including faith-based and small grassroots community organizations. Flexibility, focus and commitment to the goals of the organization will be critical.

Primary Responsibilities

1. Works as part of a two-person team structure (1 program-focused Grants Officer and 1 fiscal-focused Grants Officer per grantee) in development and implementation of OneStar's service and volunteerism strategies.

2. Serves as liaison and primary programmatic point of contact for a portfolio of AmeriCorps sub-grantees. Grants Officers provide sound programmatic oversight of organizations receiving AmeriCorps*Texas grants from OneStar through formal monitoring and day-to-day communication, including analysis of: grant narratives, program start-up review, grantee policies, procedures, and systems, criminal history checks, and programmatic policy reviews; as well as ensuring compliance with federal AmeriCorps regulations, provisions, and other guidance or funder directives.
3. Supports the development of high quality AmeriCorps programs by continuously assessing and coaching programs toward excellence in service delivery, grant management, performance measurement, and overall grant performance.
4. Provides high quality customer service and proactively provides written and verbal feedback to organizations in assigned portfolio to build relationships and foster continuous improvement.
5. Maintains expert knowledge of AmeriCorps (Federal grant) statutes, regulations, policies and procedures. Ensure that knowledge is maintained despite changes to regulations, policies, and processes.
6. Plan, lead, and conduct programmatic monitoring activities and site visits to ensure consistency with grant terms and conditions, timelines, budgets, and performance measures. Write reports of programmatic monitoring findings, work with involved parties to resolve findings, and disallow costs if required.
7. Review, verify, analyze and document program performance, progress and impact via regular programmatic reports from grantees.
8. Maintain accurate grant records for each grantee related to grant-specific performance data including grant-approved deliverables, performance benchmarks and other key performance measures.
9. Collects and analyzes data, communicates data to stakeholders, and assists with preparation of grant reports; and participates in ongoing grantee risk assessment and system improvement processes.
10. Supports the grant making process for AmeriCorps*Texas, including pre-award program document start-up review, application development, selection process, negotiation process, post-award monitoring and reporting, and general technical assistance to grantees and potential grantees. Supports and may lead the programmatic negotiation of grant awards.
11. Serve as a specialist in assessing grantees' organizational capacity and recommends best practices of grants management to current and potential grantees on matters related to programmatic management of AmeriCorps grants.
12. Works with the AmeriCorps*Texas team to identify non-compliance issues and may develop recommendations to management on steps to resolve non-compliance ranging from corrective action plans to termination of grant awards; develops and monitors corrective action plans for organizations in assigned portfolio. Keeps manager informed of all significant developments, and immediately alerts management of any possible signs of fraud or mismanagement of funds.
13. Reviews and recommends amendments or other revisions to the agreed upon grant deliverables, timelines, budgets, and/or other grant requirements for organizations in assigned portfolio.
14. Assesses and analyzes training and technical assistance needs and continuous improvement issues specific to individual grantees and/or a larger portfolio to ensure high quality/high performing programs. Works with AmeriCorps*Texas team to develop training that will provide value to grantees, improving their capabilities, scale and impact.
15. May be assigned to develop expertise and manage special projects within a particular focus area, such as AmeriCorps special events, program evaluation and performance measurement, criminal history checks, branding and identity requirements, multi-site member management, and AmeriCorps member recruitment, training and retention.
16. Contributes to OneStar's thought leadership efforts by helping to write content for publications, newsletters, website, social media, and online resources, and the design and presentation of workshops and/or other trainings on topics related to service and volunteerism.

17. Engages in research and general reading on issues and events related to OneStar's mission, high quality AmeriCorps program designs and AmeriCorps program management in particular.
18. May work in coordination with the social media team to implement strategies that ensure the marketing of OneStar grants and services reaches a broad and appropriate constituency.
19. May support the procurement process for contracts with consultants or other training providers as needed; including the process by which OneStar team members and others can utilize the services of the contractors.
20. May represent OneStar at meetings, conferences, events and other functions, including making remarks or presentations.
21. May facilitate meetings, focus groups, training or other events with OneStar grantees.
22. May assist with developing grant applications that support the area of service and volunteerism.
23. May supervise and/or coordinate the project work of others.
24. Aligns work duties with the OneStar Mission and Vision.
25. Exemplifies OneStar Core Values and adheres to the Code of Ethics.
26. May be assigned to cross-functional teams to support OneStar goals and initiatives.
27. May perform other duties as assigned consistent with current duties and responsibilities.

Minimum Qualifications

1. 2 to 5 years of relevant work experience; 3 to 5 years of relevant work experience is preferred.
2. Understanding and commitment to OneStar's mission and strategies and to all its programs and initiatives.
3. Understanding and commitment to OneStar's Core Values and Code of Ethics.
4. AmeriCorps program and member management experience is strongly preferred.
5. Personal AmeriCorps or national service experience is preferred.
6. Experience working with nonprofit organizations is preferred, including faith-based and other grassroots community organizations, and/or other social service sector organizations.
7. Must thrive in a work environment of significant growth, development and change.
8. Willing to travel in Texas, and occasionally to other states, for grantee monitoring visits and special events (approximately 20% time).
9. Graduation from an accredited university with major coursework in a relevant field (in special cases equivalent work experience may be substituted for this requirement).

Knowledge, Skills and Abilities Required

1. Knowledge of best practices in AmeriCorps program and member management.
2. Knowledge of best practices in program evaluation and performance measurement.
3. Knowledge of AmeriCorps federal regulations, provisions, and other AmeriCorps-specific grant directives.
4. Ability to coach grantees and/or other organizations, particularly related to program design and compliance issues.
5. Ability to research, interpret, apply and communicate complex regulations, provisions, policies and procedures.

6. Ability to communicate effectively orally and in writing; to exercise sound judgment in making critical decisions; to analyze complex information and develop plans to address identified issues; and to effectively demonstrate negotiation and facilitation skills.
7. Ability to define problems, collect data, establish facts, draw valid conclusions and provide recommendations.
8. Ability to manage and prioritize work in an environment of significant growth, development and change.
9. A strong passion for supporting a portfolio of organizations with diverse community driven missions, and an ability to work with a variety of organization types (faith-based and community organizations, state/local governments, colleges/universities).
10. Intellectual curiosity, creativity, high-energy, persistent, quick study, positive attitude.
11. Excellent time management and organizational skills, detail oriented, and the ability to work both independently with general supervision and as part of a project team.
12. Strong verbal and written communication skills.
13. Excellent customer service skills.
14. Ability to think strategically in relationship building and partnership development.
15. Ability to lead teams where appropriate.
16. Comfort in working respectfully with persons of diverse faith backgrounds.
17. Ability to relate to, and engender trust with people of different ages, races, ethnicity, and socioeconomic status.
18. Thorough knowledge of Microsoft Office products.
19. Ability to manage multiple tasks simultaneously and meet multiple deadlines.
20. Ability to exercise sound judgment in making critical decisions; to analyze complex information and effectively communicate it to others.
21. Strong interpersonal skills to develop and maintain cooperative, professional and productive work relationships with others.

HOW TO APPLY

Submit your resume and a cover letter that explains 1) your interest in the position, 2) fit for the position (specifically any experience with federal grants management and/or AmeriCorps), and 3) your salary expectations to HR@onestarfoundation.org with “Grants Officer” as the subject of your e-mail. No phone calls accepted.

EOE. OneStar Foundation is an equal employment opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, citizenship status, national origin, gender, gender identity or expression, sexual orientation, age, religion, physical or mental disability, military service, marital or parental status, political affiliation or any other protected status defined by law.

It is the policy of OneStar Foundation to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA). OneStar will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment, because of a person's physical or mental disability. OneStar will also make reasonable accommodation wherever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential duties and assignments connected with the job and provided that any accommodations made do not impose an undue hardship on OneStar.