



Job Title: Grants Coordinator

Opening Date: April 20, 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 \$14 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: GRANTS COORDINATOR

OneStar Foundation seeks to fill the full-time position of Grants Coordinator. This position supports the development and implementation of OneStar's grants portfolio in the area of service and volunteerism. Primary responsibilities are related to supporting OneStar's role in administering the AmeriCorps*Texas program, primarily supporting OneStar's fiscal monitoring and grants management functions. The Grants Coordinator position performs routine work under moderate supervision with limited latitude for the use of initiative and independent judgment. This position reports to the Manager, 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. Provides support to Grants Officer in ensuring sound fiscal oversight of organizations receiving AmeriCorps*Texas grants from OneStar, including support of: budget and financial systems analysis; organizational capacity internal control reviews; single audit and financial statement audit reviews; fiscal monitoring reviews; analysis of changes or updates to Uniform Grants Guidance, OMB Circulars, federal regulations, funder directives, grantees policies, procedures, and systems; and, verbal and written communication with grantees.

2. Processes reimbursement requests from AmeriCorps*Texas grantees to review for accuracy.
3. Works with the AmeriCorps*Texas team to identify non-compliance issues. Keeps manager informed of all significant developments, and immediately alerts management of any possible signs of fraud or mismanagement of funds.
4. Provides administrative assistance to AmeriCorps*Texas team in grantee oversight and support duties.
5. Conducts, or assists with conducting technical reviews of partnership agreements from AmeriCorps*Texas grantees to verify compliance with federal and financial requirements.
6. Assists as necessary with event coordination and materials for trainings, seminars and conferences.
7. Supports the grant making process for AmeriCorps*Texas, including supporting the Senior Grant Management Specialist with pre-award risk assessment, post-award risk assessment, selection process, negotiation process, and budget review.
8. Promptly responds to constituent inquiries related to AmeriCorps*Texas, and supports general customer relations, including telephone and email communication.
9. Assists AmeriCorps*Texas team in assessing and analyzing training and technical assistance needs and continuous improvement issues specific to individual grantees and/or the larger portfolio to ensure high quality/high performing programs. Supports the AmeriCorps*Texas team in the development of training that will provide value to grantees, improving their capabilities, scale and impact.
10. May assist Program Officers with routine monitoring tasks.
11. Engages in research and general reading on issues and events related to OneStar's mission and federal and financial grants management in particular.
12. May be assigned to develop expertise and manage special projects within a particular focus area, such as AmeriCorps program income, in-kind documentation, other grant compliance issues, or training and resource development.
13. 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.
14. May represent OneStar at meetings, conferences, events and other functions, including making remarks or presentations.
15. May facilitate meetings, focus groups, training or other events with OneStar grantees.
16. Aligns work duties with the OneStar Mission and Vision.
17. Exemplifies OneStar Core Values and adheres to the Code of Ethics.
18. May be assigned to cross-functional teams to support OneStar goals and initiatives.
19. May perform other duties as assigned consistent with current duties and responsibilities.

Minimum Qualifications

1. 1 to 3 years of relevant work experience; experience with programs funded with federal/state grants preferred.
2. Graduation from an accredited four-year college or university with major coursework in accounting, business administration, finance, public administration, or a related field is generally preferred (work experience may be substituted for this requirement)..
3. AmeriCorps experience preferred, but not required.
4. Experience working with nonprofit organizations is preferred, including faith-based and other grassroots community organizations, and/or other social service sector organizations.
5. Understanding and commitment to OneStar's mission and strategies and to all its programs and initiatives.
6. Understanding and commitment to OneStar's Core Values and Code of Ethics.

7. Willing to travel in Texas, and occasionally to other states, for conferences and special events, and assisting with grantee monitoring (approximately 10% time).

Knowledge, Skills and Abilities Required

1. Familiarity with accounting, budgeting and/or auditing work.
2. Familiarity with federal regulations and other federal grant directives; knowledge of OMB Uniform Grant Guidance (formerly OMB Circulars) is preferred.
3. Ability to research, interpret, apply and communicate regulations, policies and procedures.
4. 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.
5. Ability to define problems, collect data, establish facts, draw valid conclusions and provide recommendations.
6. 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.
7. Intellectual curiosity, creativity, high-energy, persistent, quick study, positive attitude.
8. 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).
9. Excellent customer service skills.
10. Ability to think strategically in relationship building and partnership development.
11. Ability to relate to, and engender trust with people of different backgrounds, such as different ages, genders, sexual orientations, races, ethnicities, religions or faith backgrounds, political affiliations, disabilities, or socioeconomic status.
12. Thorough knowledge of Microsoft Office products, specifically Microsoft Excel and Microsoft Outlook.
13. Ability to manage multiple tasks simultaneously and meet multiple deadlines.
14. 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 (include a description of any experience with financial management of federal grants and/or fiscal monitoring, such as experience with OMB Uniform Grant Guidance or federal cost principles), and**
- 3) **Your salary expectations to HR@onestarfoundation.org with “Grants Coordinator” 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.