



**Position:** Government Grants Manager & AmeriCorps VISTA Coordinator

**Organization:** After-School All-Stars

**Reports To:** Senior Government Grants Manager

**Location:** Flexible

#### **ORGANIZATION BACKGROUND:**

Founded in 1992, After-School All-Stars (ASAS) provides free comprehensive after-school programs and support services year-round for students and their families. ASAS serves approximately 80,000 PreK-12<sup>th</sup> grade students and their families annually in high-poverty communities through 19 active affiliate chapters with established partnerships at 468 elementary, middle, and high schools in 60 cities across the continental United States and Hawaii. Our vision is for our All-Stars to be safe and healthy, to graduate high school and go on to college, to find a career they love, and to give back to their communities.

#### **A UNIQUE OPPORTUNITY:**

ASAS is seeking a Grants Manager & AmeriCorps VISTA Coordinator to join its National Development team. The Grants Manager will oversee reporting, funder relationships, and implementation for a portfolio of government grants, including our AmeriCorps VISTA grant. The grants this position will manage are from federal agencies and support multiple chapters across the ASAS network, requiring coordination across various internal and external stakeholder groups. The candidate who fills this position will spend most of their time managing and coordinating our AmeriCorps VISTA grant, which provides nine Members to support three chapters and our national office. Management of the VISTA grant includes overseeing hiring, onboarding, and Member experience in collaboration with ASAS chapters and National teams.

#### **Grants Management (50%)**

- Coordinate, monitor and submit required monthly, quarterly, and annual reports for a portfolio of government grants
- Review reports and submit for internal review and ensure timely submission
- Monitor project progress, paying special attention to project goals, expenditures, and applicable rules and regulations
- Collaborate with Programs, Finance, and Chapters to meet all grant deliverables in accordance with funder due dates

#### **AmeriCorps VISTA Coordinator (50%)**

- Oversee all grant deliverables, including financial and programmatic reports, in partnership with Programs, Finance, and Chapter staff
- Manage Member recruitment process in partnership with Human Resources and the hiring managers for each Member
- Facilitate peer-to-peer engagement and professional development opportunities for Members, including webinars with organizational leaders and other opportunities

#### **WHO SHOULD APPLY?**

- 2+ years of nonprofit, community service or related experience
- Demonstrated project management experience
- Outstanding interpersonal and communication skills, characterized by the ability to listen and speak well with a strong commitment to customer service

- Excellent written and oral communication skills
- Superior organizational skills, and a high degree of flexibility and initiative
- Ability to work autonomously, multi-task, and manage deadlines
- Excellent ability to work collaboratively on a team and across departments
- Passionate and committed about ASAS' mission
- Bachelor's degree required; higher degree preferred

**SALARY AND BENEFITS:** The salary for this position is commensurate with qualifications and experience of the individual candidate. ASAS offers a competitive benefits package, including medical, dental, vision, 18 days of paid time off, and 15 paid holidays.

**HOW TO APPLY:** Please submit a resume, cover letter, and writing and work samples in PDF format via e-mail to: [asasjobs@afterschoolallstars.org](mailto:asasjobs@afterschoolallstars.org). Please put "Government Grants Manager & AmeriCorps VISTA Coordinator" and your last name in the subject heading.

**LEARN MORE ABOUT AFTER SCHOOL ALL-STARS:** To learn more about ASAS, please visit our website: [www.afterschoolallstars.org](http://www.afterschoolallstars.org)