



**Position:** Operations and Grant Manager

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

**Location:** Washington DC

#### **ORGANIZATION BACKGROUND:**

Founded in 1992, [After-School All-Stars](#) is a national non-profit organization which provides free, daily afterschool programs to nearly 90,000 children in need on nearly 450 school sites in 19 chapters across the U.S. Our goals for our All-Stars are the same we have for our own children: to be healthy and active, to graduate high school and go on to college, to find a job that they love and to give back to their communities. We achieve this by identifying and fueling our students' individual passions, tying their interests to tailored academic support, enrichment and health and fitness programming.

ASAS launched programs in Washington DC in SY13-14 and will be operating in seven schools in DC during school year 23-24.

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

After-School All-Stars is currently seeking an Operations and Grant Manager to play a critical role of ensuring grant compliance and supporting our schools and main office. The ideal candidate will have experience managing a federal grant and multiple projects.

This position reports to the Executive Director. The Program and Systems Director and Program Manager are resources for program and grant requirement implementation issues. This position also collaborates closely with the Site Coordinators, Program partners, and contractors.

#### **SPECIFIC RESPONSIBILITIES:**

##### **HUMAN RESOURCES**

- Manage hiring and onboarding paperwork for new staff and AmeriCorps and VISTA members, in cooperation with National HR
- Write and handle signature of offer letters
- Liaise with the National Operations Team to ensure chapter compliance
- Manage Paylocity processes for all PT staff (onboarding and exiting protocols, Performance Improvement Plan uploading, and uploading of any HR required documentation)
- Distribute relevant HR information to chapter's FT and PT staff
- Ensure compliance of site staff background checks and manage Safe Schools Training compliance
- Manage the onboarding of AmeriCorps members in EGrants and their unique background check compliance
- Manage and supervise payroll including timesheets approval in Paylocity as well as supervising AmeriCorps timesheets in the OnCorps system and their monthly approval, and the VISTA member timesheets
- Manage relations and compliance with DC school system and government in regard to safety requirements and background checks
- Attend DC government trainings to stay current on HR processes and procedures changes; communicate changes and updates to the ED and all other relevant staff
- Supervise the implementation of chapter HR policies
- Maintains safely and confidentially all employees' records
- Foster an HR people centered approach, infusing DEI principles in hiring, policies, and processes
- Maintain excellent working relationship with National HR



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#### **OFFICE MANAGEMENT**

- **Coordinate mail and shipping as needed**
- **Order chapter office supplies**

#### **FINANCE, PROCUREMENT AND ACCOUNTING**

- **Supervise procurement protocols and implement procurement policies**
- **Coordinate and approve procurement requests in coordination with Site Coordinators**
- **Manage purchasing for school sites and main office**
- **Implement fiscal policies (grant coding, allowable/not allowable expenses, financial data management)**
- **Organize and manage fiscal documents such as invoices, credit card statements and bills**
- **Supervise invoicing protocols, implement reimbursement policies, and submit invoices and reimbursements according to Finance Department timelines**
- **Write and manage contracts and vendor payments**
- **Manage monthly Amex reconciliation and its supporting documentation**
- **Maintain detailed spending supporting documentation**
- **Manage grant spend down in cooperation with ED and Finance Manager, and work closely with ED on local sites budgets and grant spend down according to grant requirements**
- **Maintain revenue records in collaboration with the Finance Manager**
- **Create an effective shared central location system for record keeping of all contracts, invoices and fiscal documents to be maintained safely and confidentially**
- **Maintain excellent working relationships and collaboration with the chapter-assigned Financial Manager and the Finance national office**

#### **OPERATIONAL SUPPORT OF PROGRAMS**

- **Supervise site inventory protocols and maintain inventory of site program supplies and equipment**
- **Implement inventory policy**
- **Assist with professional development sessions for site staff, training staff on operation protocols and their implementation**

#### **SPECIAL PROJECTS**

- **Support special projects and event logistics**
- **Work with ED, Program and System Director and Program Manager as assigned on special projects**

#### **21<sup>ST</sup> CCLC GRANT MANAGEMENT AND DATA MANAGEMENT**

- **Manage all grant reporting (quarterly, 21APR, etc.)**
- **Attend required webinars and technical assistance meetings for the 21<sup>st</sup> CCLC grant**
- **Support data collections as required by 21<sup>st</sup> CCLC grant (e.g. teacher surveys, attendance)**
- **Ensure 21<sup>st</sup> CCLC requirements are met**
- **Support management of 21<sup>st</sup> CCLC program data as needed**
- **Coordinate activities with the 21<sup>st</sup> CCLC grant external evaluator**



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

The Operations Manager and Grant Manager will embody ASAS's core values: entrepreneurial, collaborative, transparent, accountable, and proactive. In addition to the following:

- **An Undergraduate Degree and at least a year of work experience, preferably in a non-profit office setting**
- **Organized with excellent attention to detail**
- **Dependable, conscientious, and capable of managing multiple deadlines**
- **A consummate team player with a flexible and creative approach**
- **Knowledge of Microsoft Office is required**
- **Ability to work under time constraints and meet deadlines**
- **Tech savvy and a fast learner**

#### **SALARY AND BENEFITS:**

The salary for this position is commensurate with qualifications and experience of the individual candidate.

ASAS promotes a healthy work/life blend and offers a competitive benefits package, including medical, dental, vision, a 403b match, 18 days of paid time off, flex time, and 15 paid holidays.

ASAS is an equal opportunity employer and candidates of diverse backgrounds are encouraged to apply.

#### **HOW TO APPLY FOR THE OPERATIONS AND GRANT MANAGER ROLE:**

Please submit a resume and cover letter in PDF format via e-mail to: [Daniela@as-as.org](mailto:Daniela@as-as.org)

Please put "Washington DC Operations and Grant Manager" and your last name in the subject of your email.

#### **LEARN MORE ABOUT AFTER SCHOOL ALL-STARS:**

To learn more about ASAS, please visit our website: [www.afterschoolallstars.org](http://www.afterschoolallstars.org)