

# CSBG Project Manager

The National Association for State Community Services Programs (NASCSPP) is the premier national association charged with advocating and enhancing the leadership role of states in preventing and reducing poverty. NASCSPP is in a cooperative agreement with the Department of Health and Human Services and other National Organizations to enhance the CSBG network's data collection and analysis capacity. We are in search of an outstanding professional who can thrive in a fast-paced environment.

**Title:** CSBG Project Manager

**Department:** Community Services Block Grant (CSBG)

**Reports To:** Executive Director

**Description:** The CSBG Project Manager will oversee the completion of grant tasks, as well as search and respond to applications for new funding opportunities. The role of the CSBG Project Manager offers an exciting opportunity for an individual with strong organizational, analytic, and problem-solving skills, who is dedicated to supporting this anti-poverty network achieve better outcomes for people and communities with low-incomes. The ideal candidate is comfortable managing multiple projects, can easily shift gears when needed and working with staff, consultants, stakeholders and other partners can drive projects to completion. The candidate should be a solutions-focused, team player, with an outstanding work ethic!

## Major Responsibilities:

- Complete all administrative requirements associated with current cooperative agreements and MOUs. This includes the semi-annual report, grant continuation applications, and the project workplan;
- Develop and maintain organizational grant calendar of deliverables;
- Monitor and track progress on all deliverables associated with the cooperative agreement and work with key project staff to ensure timely and quality completion of all deliverables;
- Build relationships with funders, consultants, stakeholders and other partners;
- Coordinate all facets of meetings with the funders and other partners. This includes the development of the meeting agenda, meeting notes, and completing action items;
- Manage all phases of multiple contracts and the program budget;
- Delegate tasks to other staff members, subcontractors, and interns;
- Support key project staff with the completion of deliverables as needed;
- Drive information on anticipated deadlines, project deliverables and priority items to project staff;
- Complete final quality assurance review of all deliverables;
- Track new funding opportunities and complete grant applications;
- Assist with events and NASCSPP conferences (requires travel).

**Qualifications:**

- Master's degree, preferably in social work, public administration, public policy, or related field
- 2-3 years of experience in project management
- Strong ability to communicate verbally and in writing
- Strong attention to detail
- Knowledge of MS Office Suite/Office 365, Constant Contact/Mail Chimp, Webex, WordPress, Excel, Power Point, Prezi, In Design and Survey Monkey

Salary Range: \$50,000-\$60,000

**Benefits:** Annual and Sick Leave Accrual, Federal Holidays, Medical/Dental/Vision, Simple IRA Match

**Travel Policy:** 25%

How to Apply: Interested parties should send their cover letter/resume to [nascspempops@gmail.com](mailto:nascspempops@gmail.com) no later than October 27, 2017. Please note the job title "CSBG Project Manager" in the "Subject" line.

To learn more about NASCSP, please visit: [www.nascsp.org](http://www.nascsp.org).