



WASHINGTON STATE
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Office of Financial Management
Olympia, Washington

NOW HIRING

This recruitment will close on December 31, 2018

COMMUNITY ENGAGEMENT MANAGER

EXEMPT RECRUITMENT

The Office of Financial Management is a nonrepresented agency. If you previously have applied for a position and are interested in this position, please reapply.

Special note: In accordance with WAC 357-19-195, employees who left classified service to accept exempt employment have the right to return to the highest class of position in which the employee previously held permanent status, or to a position of similar nature and salary, provided the employee was not terminated from an exempt position for gross misconduct or malfeasance.

POSITION DESCRIPTION AND DUTIES

Serve Washington was established in 1994 by Executive Order. Serve Washington's mission is to advance national service, volunteerism and civic engagement to improve lives; expand opportunities to meet the local critical needs of residents of Washington; and strengthen community capacity while creating healthy and resilient communities. A key role of Serve Washington is to provide leadership and vision alongside local volunteer organizations, civic and community groups, and units of government to make service a part of the lives of all Washingtonians. As a Volunteer Generation Fund grant recipient, Serve Washington is focused on:

1. Expanding the capacity of volunteer organizations to recruit, manage, support and retain skilled or high-need volunteers.
2. Expanding volunteer connector organizations' infrastructure to increase volunteerism statewide.
3. Developing statewide resources, working directly with volunteer centers, nonprofits, government organizations and the public.

Serve Washington aims to assist organizations to successfully utilize service and volunteerism as a strategy to fulfill their mission and meet local community need. Under the direction and supervision of Serve Washington's Executive Director, this position develops, promotes and evaluates activities that grow leadership of community volunteerism within Serve Washington and across the state. The position's responsibilities will shift as the grant progresses to include identifying and deploying directly and through partnerships a sustainable model for statewide volunteer training provision and community based volunteer engagement. Some of the responsibilities of this position include:

- Administer the Volunteer Generation Fund (VGF) grant and manage subcontracts related to delivery of VGF activities. Coordinate, prepare and submit required Grantee Progress Reports and other required reporting to ensure compliance with federal grant regulations.
- Perform contract management and subgrantee monitoring to ensure VGF programs comply with federal policies, regulations and grant provisions authorized by and subject to the National and Community Service Act of 1990, as amended by the Serve America Act (42 U.S.C.12501 *et seq.*) and the implementing regulations of 45 CFR Chapter XXV.

- Provide curriculum development, training and expertise.
- Conduct trainings and attend meetings.
- Provide leadership of volunteer focused preconference sessions in partnership with Washington Nonprofits and 501 Commons.
- Support Volunteer Centers across Washington to better meet the needs of their communities, and promote volunteerism through information exchange, collaboration and support.
- Coordinate and oversee the request for grant application process to distribute service day/event volunteer generation grants.
- Plan, organize, schedule and carry out informational and/or public relations activities.
- Perform writing and editing duties relative to major communication projects. Gather information and write, edit, lay out and proofread materials for reports, newsletters, magazines, news releases, speeches, and radio and television announcements.
- Determine need for publicizing, interpreting or promoting interest in programs, policies and services. Select methods and techniques of disseminating information. Evaluate the effectiveness of the information program.
- Conduct special projects or research as needed to inform volunteer generation strategies.

QUALIFICATIONS AND CORE COMPETENCIES

Required qualifications

- Bachelor's degree from an accredited college or university in business, public affairs, community/regional planning, human services, communications, public administration or related field. Previous experience in volunteer management may substitute for education on a year for year basis.
- This is a grant funded position, and the individual selected must agree to undergo and pass a National Service Criminal History Check (NSCHC). This requirement is detailed in 45 CFR, Chapter XXV §2540.201 - §2540.207. NSCHC determines eligibility as defined in the Serve America Act. The Act explicitly defines the following individuals as ineligible to serve or work on CNCS grants:
 - Anyone who is listed, or required to be listed, on a sex offender registry.
 - Anyone convicted of murder (as defined in 18 U.S.C. § 1111).
 - Anyone who refuses to undergo the NSCHC.
 - Anyone who makes a false statement in connection with a program's inquiry concerning the person's criminal history.

Knowledge/Skills/Abilities

- Research and Analytical Skills/Abilities: Ability to research, evaluate and draw conclusions from data; support recommendations with facts and analysis; and interpret and apply rules, laws, policies and procedures.
- Communication Skills/Abilities: Ability to convey ideas and facts orally and in writing using language the audience will best understand.

- Consulting Skills/Abilities: Ability to partner with clients to identify and resolve complex or sensitive issues.
- Relationship-Building Skills/Abilities: Ability to develop positive, productive, respectful working relationships with clients and coworkers.

Core competencies

- Adaptability/Flexibility - Adapts to changing business needs, conditions and work responsibilities.
- Customer Focus - Builds and maintains customer satisfaction with efficient delivery of deliverables.
- Ethics & Integrity - Earns others trust and respect through consistent honesty and professionalism in all interactions.
- Results Driven - Focuses on results, desired outcomes and how best to achieve them.
- Confidentiality - Ability to maintain confidentiality of information accessed or discussed.
- Advanced Analytical/Reasoning Skills - Examines data to grasp issues, draw conclusions and solve problems.
- Communication Skills - Speaks to many levels and produces concise, coherent and complete reports and emails.
- Consulting Skills - Collaborates with clients to identify appropriate solutions and resolve complex issues.
- Facilitation Skills - Enables cooperative and productive project meetings.
- Advanced Reading Comprehension - Grasps the meaning of information written in reports, laws and policies.
- Research Skills - Identifies, collects and organizes data for analysis and decision-making.
- Prioritization Skills - Ability to juggle many different kinds of tasks while timelines change on a daily basis.
- Positive and optimistic - Highlights strengths and leads with positivity and optimism while maintaining a realistic perspective.

SALARY AND BENEFITS

This position is a part time .75%. The starting salary range of consideration is \$36,000- \$40,000 plus a competitive [benefits package](#) that includes paid vacation and sick leave; health, life and disability insurance; retirement options; flexible work schedules; training opportunities; and leave for military service. The salary includes the 2% General Wage Increase effective January 1, 2019.

PROCESS

The top candidates will be contacted directly to interview for this position. Because the selection will be based on information provided by you, it is in your best interest to identify the knowledge, skills and abilities that address the mandatory and desirable qualifications described below.

Interested applicants should submit the following:

1. A letter of interest describing specific qualifications.
2. A current resume detailing applicable experience and education.
3. A list of at least three professional references with current telephone numbers.
4. Personal data sheet
www.ofm.wa.gov/jobs/datasheet.doc



Please send completed application packets by mail, fax or email to:

Office of Financial Management
Employee Services
PO Box 43113
Olympia, WA 98504-3113
Email: ofmhr@ofm.wa.gov

The Office of Financial Management is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, and ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam-era veterans are encouraged to apply. The Office of Financial Management has developed an EEO Report and that is available on request to review. Persons needing accommodation in the application process, or who wish to receive this job announcement in an alternative format, may call 360-725-0158 or the Telecommunications Device for the Deaf: 711 Relay.