



POSITION DESCRIPTION

TITLE	AmeriCorps and Grants Program Manager
FTE/CLASSIFICATION	1.0 FTE (70% AmeriCorps; 30% Grants)/Exempt
COMPENSATION	\$48,043 to \$72,079
EDUCATION	Bachelor's degree in public health, nutrition, kinesiology, social work, active communities, evaluation, communication, or related field of study, advanced degree preferred. AmeriCorps program experience preferred.
DESCRIPTION	Manage a multi-project portfolio. Support organizations delivering locally-relevant, community-based programming. Operationalize and monitor compliance of AmeriCorps activities, services, and programs in accordance with federal rules and regulations. Develop and implement projects that advance local food systems, nutrition, physical activity, and community change models and programming.
LOCATION	Michigan Fitness Foundation (MFF) is located in Lansing, Michigan and supports a hybrid work environment for this position.

ESSENTIAL FUNCTIONS

- Provide project management using strategic and innovative approaches to operationalize multiple projects simultaneously, including content-based projects and a local partner portfolio.
- Oversee the planning and site implementation of [AmeriCorps program](#) elements.
- Remotely recruit, train, and supervise 12 part-time AmeriCorps members for service at locations statewide.
- Independently, and as part of a team, conduct and participate in compliance oversight, programming and training evaluation, and communication of outcomes.
- Engage in needs assessments, development, implementation, and evaluation of projects related to public health topics for varying audiences.
- Support planning, content development, and implementation of interactive trainings for internal projects, external customers, and subcontractors.
- Liaise between Michigan Community Service Commission, AmeriCorps, Michigan Fitness Foundation (MFF), host sites, members, and other grant programs.
- Represent MFF, the Safe Routes to Health AmeriCorps Program, and other grant programs in the community and with other agencies.
- Prepare AmeriCorps continuation grant applications, including the budget and program narrative.
- Actively seek out grants to secure AmeriCorps Program match.



- Participate in data collection, data analysis, and reporting.
- Perform other duties, as assigned.

JOB REQUIREMENTS AND QUALIFICATIONS

- Detail-oriented with the ability to organize and manage a wide variety of people and activities in multiple locations.
- Excellent planning and time-management skills.
- Excellent oral and written communication skills.
- High degree of independence, flexibility, initiative, and commitment.
- Strong ability to manage remote teams.
- Proficient computer skills in the Microsoft Office 365 suite.
- Must be authorized to work in the United States.
- Ability to pass background check: **PREEMPLOYMENT SCREENING.** Under the Serve America Act, the law requires state and national service programs to conduct all three checks below on individuals serving vulnerable populations. *An individual who refuses to consent to a criminal registry check is ineligible.*
 - National Sex Offender Public Registry check
 - State criminal registry check
 - FBI fingerprint check

BENEFITS AND WORKLIFE BALANCE

- Paid time off starts at 4 weeks and increases incrementally starting after your first year.
- Fourteen paid holidays and a paid winter break office closure in late December.
- Flexible work schedule.
- Provision of up-to-date technology for home and office based on your work arrangement.
- Parental leave policy and infant-at-work program in addition to bereavement, military, and jury/witness duty leaves.
- Group health plan, including medical, dental and vision, as well as options for flexible spending accounts or health savings accounts.
- Annual wellness benefit reimbursement to support healthy lifestyles.
- Pet-at-work program.
- 401k plan with 5% employer contribution and additional match up to 3%.
- Employee assistance program with free professional support.



OTHER INFORMATION

- Hybrid work options available.
- Will work in usual office working conditions where noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises.
- Must be able to frequently remain in a stationary position as well as move about in the course of general duties.
- Must be able to operate a computer and other standard office machines, and constantly communicate with members, site supervisors, and internal staff.
- Have a valid driver's license and be able to provide proof of current, valid auto insurance (strongly preferred but not required).
- All staff will be expected to follow mandated safety protocols to protect against COVID-19 transmission.

APPLICATION DUE DATE:

Application is due January 23, 2023, or until a suitable candidate is identified. Please send cover letter, resume, and writing sample by email to Kendra Keyes, kkeyes@michiganfitness.org. Include *AmeriCorps and Grants Program Manager* in the subject line.

The Michigan Fitness Foundation is an at-will employer. The above position description describes the position currently available and is not intended to be an employment contract. The Michigan Fitness Foundation reserves the right to modify the duties or position description at any time.

Michigan Fitness Foundation provides equal employment opportunities to all applicants without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, status as a Vietnam-era or disabled veteran, or any other characteristic protected by law.