

# National Association for State Community Services Programs

## CSBG State Assistance Director

### Overview

The National Association for State Community Services Programs (NASCSP) is the sole national association charged with advocating and enhancing the leadership role of States in the administration of the Community Services Block Grant (CSBG) and Weatherization Assistance Program (WAP). NASCSP's mission is to increase capacity in States to achieve economic security and energy efficiency in low-income communities. NASCSP keeps its members, the federal government, and other interested parties informed about issues related to CSBG and WAP through its publications and training. For more information, please visit [www.nascsp.org](http://www.nascsp.org)

### Position Description

The CSBG State Assistance Director is responsible for the overall vision and direction of the CSBG State Assistance Division within NASCSP providing oversight and management to all of NASCSP's CSBG State Assistance initiatives, including the Health and Human Services (HHS) CSBG grants and other related projects. Working under the leadership of the Executive Director, they will develop a deep knowledge of the association's membership, manage NASCSP's CSBG Training & Technical Assistance (T/TA) strategies, projects, business plans, and advocacy efforts.

### Essential Responsibilities:

#### Leadership

- Develop and execute the NASCSP CSBG division annual plan and budget;
- Ensure all projects are executed to contractual obligations, are aligned with NASCSP's Strategic Plan, and have measurable outcomes based on effective metrics;
- Cultivate relationships with key national organizations and federal funders; actively participate in task forces and coalitions;
- Work with the division team to routinely track and report progress related to grant deliverables, adjusting in response to project developments as needed; and
- Work collaboratively with Executive Director on future funding opportunities and program direction.
- Provide staff support and work with the CSBG program chair on the Board of Directors.
- As a member of the leadership team, including Directors for WAP, Research, T/TA and Operations, support and work with Executive Director to execute NASCSP's mission on behalf of its membership.

#### Member Training & Support

- Build strong and effective relationships with NASCSP CSBG members through regular and proactive communication (i.e. through quarterly member regional calls; contacting new CSBG state members; peer-to-peer requests; etc.);
- Develop, implement, and facilitate the CSBG component of the NASCSP conferences, including the Orientation Training and State Monitors' Training components;
- Provide customized technical assistance and training support to CSBG State Directors to enhance their capacity to oversee the CSBG, Community Action Agencies (CAAs) and other eligible entity grantees;
- Develop online standardized training and technical content for CSBG State Offices;

- Serve as lead spokesperson for state interests in representing NASCSP membership on CSBG and related anti-poverty issues at state, regional and national events;
- Investigate and promote promising practices for CSBG; and
- Work with staff to develop and maintain timely CSBG related content for [www.nascsp.org](http://www.nascsp.org), [thestateofpoverty.org](http://thestateofpoverty.org) and NASCSP social media.

#### **Government Relations**

- Develop and maintain a constructive working relationship with HHS staff; and
- Collaborate with NASCSP's Legislative Analyst to develop the Association's CSBG position on major policy and legislative issues, including submitting testimony.

#### **Other**

- Other duties as assigned by the Executive Director

#### **Qualifications**

The CSBG State Assistance Director will be thoroughly committed to NASCSP's mission. All candidates should have proven leadership, mentoring, and relationship management experience. Concrete demonstrable experience and other qualifications include:

- A bachelor's degree or higher (commensurate experience may be considered in lieu of degree) and experience working with CSBG and/or anti-poverty initiatives.
- At least 4 years working with state and/or federal agency or division management.
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget.
- Track record of effectively leading and scaling performance at the regional, state or national level.
- Strong training and technical assistance skills and grant seeking experience with the ability to engage a wide range of stakeholders and cultures.
- Experience with financial management, grant writing, and grant management.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Ability to work effectively in collaboration with diverse groups of people.
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed.
- Unwavering commitment to quality of programs and data-driven program evaluation.
- Ability to travel frequently, this position will be responsible for providing T/TA to the CSBG network which will require travel up to 25% of time.

#### **Salary Range / Benefits**

The position can be based in Washington, D.C., or function as a remote position with the understanding that in addition to the 25% travel as described above remote staff are required to travel to Washington, D.C. for staff meetings up to four weeks per year and are responsible for all expenses associated with the required staff meetings.

**Salary range:** \$76,000 - \$112,287 based on experience and remote vs local residence.

**Benefits:** Medical, Dental, Vision; AD&D; Sick and Annual Leave; Holidays, Simple IRA

**Submission:** Interested parties should send their cover letter/resume, in one PDF document, to [nascspempops@gmail.com](mailto:nascspempops@gmail.com). Please note the job title "CSBG State Assistance Director" with your last name in the subject line. UPDATED: Applications accepted through 08/31/2021.