

# National Association for State Community Services Programs

## CSBG Program Manager

### Overview

The National Association for State Community Services Programs (NASCSPP) 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). NASCSPP's mission is to increase capacity in States to achieve economic security and energy efficiency in low-income communities. NASCSPP 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 Program Manager plays a critical role in implementing CSBG State Assistance initiatives. The CSBG Program Manager will develop knowledge of the Association membership and take an active role in supporting NASCSPP CSBG members through peer learning and training and technical assistance efforts. Internally, the CSBG Program Manager is responsible for supporting the CSBG Director in project management and implementation of division initiatives. Externally, the CSBG Program Manager is responsible for managing relationships with NASCSPP CSBG members, organizational partners, and other stakeholders. The position can be based in Washington, DC, or function as a remote position. Remote staff are required to travel to Washington, DC, for staff meetings up to four weeks per year and are responsible for all expenses associated with the required staff meetings.

### Essential Responsibilities:

#### Member Training & Support

- Build strong and engaged relationships with NASCSPP CSBG members through regular and proactive communication, the peer mentoring program, and regional calls;
- Plan and provide technical assistance and training (online and in-person) to NASCSPP CSBG members to enhance their capacity to administer the program;
- Develop tools and resources that support CSBG members in their state leadership and administrative roles;
- Facilitate peer learning through the convening and support of various work groups, task forces, learning communities, and other convenings;
- Coordinate with CSBG State Assistance and CSBG Research teams to ensure online resources for NASCSPP CSBG members and the broader CSBG network are updated as appropriate;
- Assist with the design, development, and facilitation of the CSBG component of NASCSPP sponsored conferences, including CSBG orientation and CSBG monitoring workshops;
- Works with CSBG Director to develop standardized content for routine training topics, and customized webinars and workshops designed to address specific needs of the CSBG network;
- Design, develop and deliver training webinars and conference presentations for the broader CSBG network;
- Collaborate and coordinate with the Sr. Public Affairs Specialist in providing regular updates to the CSBG membership related to CSBG and poverty issues.

## **Project Management**

- Coordinate with the CSBG State Assistance and CSBG Research team to routinely track and report progress related to grant deliverables, adjusting in response to project developments as needed.

## **Stakeholder Relations**

- Cultivate relationships and maintain communication with other professionals in the CSBG network including with the National Community Action Partnership, CAPLAW, ANCRT, NCAF, RPICs, State Associations, and CAAs.

## **Other**

- Other duties as assigned by the CSBG Director or Executive Director

## **Qualifications**

The CSBG Program Manager 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 at least 3 years of experience working with CSBG and/or anti-poverty initiatives.
- 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.
- 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.
- Knowledge of and experience with Microsoft Office suite, Zoom and other online training, conference, and meeting software.
- Nationally Certified Results Oriented Management and Accountability (ROMA) Trainer or Implementer preferred, or agreement to obtain certification within one year of hire.
- Ability to travel frequently. This position will be providing T/TA to the CSBG network, which may require travel up to 50% of time spread throughout the year when travel is safe again.

## **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:** \$66,000 - \$76,000 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 Program Manager" with your last name in the subject line. Applications accepted through 10/06/2021.