Vacancy Information

Announcement Number:	**CNS-15-096**
Position Title:	**Senior Strategy and Innovation Advisor**
Open Period:	**11/03/2015 – 11/17/2015**
Pay Plan, Series, and Band:	**NY-0301-03**
Annual Salary:	**$75,000 to $90,000 per Annum**
Office and Duty Location:	**Department of the Chief of Program Operations Social Innovation Fund Washington, DC**
Announcement Open to:	**Current Corporation Employees only**

Relocation: Relocation expenses will not be paid

Position Information: Full-time, Term Appointment

The selectee of this position will receive an initial appointment of 13 months. At management discretion, the appointment may be extended, not-to-exceed a total of two years.

Duties and Responsibilities:

The Senior Strategy and Innovation Advisor (SSIA) is primarily responsible for fueling and driving innovation and new opportunities/capabilities for the SIF through partnerships, strategic alliances and the exploration of alternative options, all aimed at providing funding for and elevating awareness of the SIF program.

More specifically, the incumbent will:

- Manage the strategy and innovation process within the SIF.
  - Conducts an environmental scan and analyzes the results to identify the emerging issues, challenges and opportunities facing the SIF operation and direction.
  - Develops short- and long-term goals, strategies to accomplish them, and expected results.
  - Creates new innovation platforms and ensures that SIF has the right capabilities in place to deliver them.

- Analyzes SIF projects and ensures that SIF's work aligns across programs and with strategies and goals.
- Identifies and links opportunities across programs.
- Collaborates effectively with SIF staff, other CNCS departments and federal agencies.
- Works with the SIF Senior Advisor for Communications and Engagement and the Office of External Affairs to develop SIF messaging, media relations, thought leadership outreach efforts, communications, event management and materials production.
- Works with OGC to negotiate agreements with partners.

- Manage the Knowledge Initiative.
  - Leads the development and regular review of the overall Knowledge Initiative plan, including products, audiences and dissemination strategies
  - Works collaboratively with the training manager and relevant contractors to direct development of briefs, papers and other products
  - Works collaboratively with communications and external affairs staff and contractors to support the release of products

- Represent the SIF externally.
  - Attends external meetings and is responsive to external requests, as appropriate.
  - Serves as an advocate for the SIF and CNCS with external constituencies.
  - Researches and identifies potential strategic partners.
  - Identifies external opportunities to partner with philanthropic organizations, academia, the private sector and ad hoc groups in order to generate awareness of and new capacity for SIF's mission.
  - Screens potential partnerships and opportunities by analyzing fit with SIF's strategy, partnership requirements and potential.
  - Elevates the opportunities for innovation by leveraging partnerships and alliances to explore innovations and alternatives, determine direction, drive change, and mobilize around shared goals.
  - Researches innovative practices and identifies strategies to develop capabilities with partners to implement them.
  - Creates new networks that can yield funding and other resources for SIF.
  - Creates new capacity for the SIF to execute on strategic alliances that advance the SIF mission
  - Maintains awareness of issues and developments regarding the nonprofit sector and social innovation.

- Participate in key internal processes, including the following:
  - Design and improvement of SIF practices, policies and procedures.
  - Planning and execution of meetings and convening's, especially for grantees.

QUALIFICATION REQUIREMENTS:

Applicants must have one year of specialized experience (paid, unpaid, or volunteer work) comparable in scope and responsibility to work at lower level of the NY-03 pay band. Specialized experience is that which has equipped the applicant with the particular

knowledge, skills and abilities to successfully perform the duties of the position, and that is typically in or related to the work of the position to be filled. Examples of specialized experience include researching and identifying potential strategic partners; attending and participating in external meetings; creating new networks and opportunities to partner with organizations to advance programs; building internal capacity through partnerships and strategic alliances; and, exploring alternative options and ensuring project implementation and accomplishment. In addition, you must possess the ability to build and sustain relationships and develop outreach strategies with key partners internally and with government, corporate, academia, and social sectors, in order to increase the awareness and effectiveness of the SIF program.

PLEASE NOTE: Qualifying experience **must** be clearly documented in your resume.

JOB SPECIFIC NARRATIVES

1. Succinctly provide examples of how you have created new innovative initiatives and how you ensured there was organizational capacity to successfully implement the work. Describe the organization(s) you worked for, define the stakeholders, and explain what obstacles you encountered in implementing the work and how you overcame the obstacles. Were you able to implement the initiatives, what did it look like one year later and how did you measure success on this project?

2. Please provide examples of your work in external partnership building. How did you:
    a. identify the target organizations – what type of organizations were targeted government, corporate, academia, social sector, etc.,
    b. analyze their fit to your organization's strategic goals,
    c. negotiate the partnership, and
    d. secure funding or resources from the partner organization.

    What were the goals developed for your partnership building responsibilities and how did you measure success?

3. Describe your experience developing and implementing strategic organizational goals, how you built internal and external support for the goals and steps you took to ensure your team implemented the goals. How did you measure the success of the organizational goals?

BASIS OF RATING

Once your complete application is received, we will conduct an evaluation of your qualifications to determine if you meet the basic qualification requirements listed above. Those applicants who meet the requirements will be referred to the selecting official for further evaluation against the job specific narratives.

HOW TO APPLY

Completed applications **must be received** by 11:59 p.m. eastern time on Tuesday, November 17, 2015. You are strongly encourage to apply via email to ccooper@cns.gov. If you are unable to do so, you may hand-deliver your application package to: Corporation for National Community Service, Attn: Crystal Cooper, 1201 New York Avenue NW, Suite 10707, Washington, DC 20525. For additional information, you may contact Crystal Cooper on (202) 606-7532 or via email.

AFFIRMATIVE RECRUITMENT

The Corporation for National and Community Service conducts its recruitment program to identify highly qualified individuals from all segments of society. Minorities, women, veterans, and persons with disabilities are encouraged to apply. Selection decisions are made without regard to race, color, creed, national origin, sex, age, religion, sexual orientation, disability, or marital status.

REASONABLE ACCOMMODATION

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Office of Human Capital. The decision on granting reasonable accommodation will be made on a case-by-case basis.

PRIVACY ACT STATEMENT

As part of your application package, the Corporation for National and Community Service (Corporation) is requesting information that is subject to the Privacy Act of 1974 (P.L. 93-579; 5 USC 552a).

We evaluate applicants for Federal jobs under the authority of Title 5 of the United States Code. We need the requested information to determine the extent to which your education and work skills qualify you for a Federal job. We also require information on other related matters such as citizenship and military service in order to determine your eligibility to work for the Federal government.

Pursuant to Public Law 104-134, we are requesting your Social Security Number (SSN) to properly identify your records, as other individuals may have the same name and birth date. The Corporation may also use your SSN to make requests for information about you from current or former employers, schools, banks, and others who know you. We may also confirm information from your records with prospective employers concerning tenure of employment, civil service status, length of service, and date and nature of action for separation, as shown on personnel action forms. Providing us with your SSN or any of the other requested information is voluntary. However, without this information, we cannot process your employment application, which is essential for you to be considered for employment with the Corporation.