



**STATE OF NEVADA  
DEPARTMENT OF ADMINISTRATION  
Office of Grant Procurement,  
Management and Coordination**

406 E. Second Street, First Floor | Carson City, NV 89701-4298

**UNCLASSIFIED JOB ANNOUNCEMENT**

Posted – May 24, 2017

**Executive Grants Analyst**

**RECRUITMENT OPEN TO:**

This is an open competitive recruitment, open to all qualified applicants.

**AGENCY RESPONSIBILITIES:**

Established in 2011, the Office of Grant Procurement, Coordination, and Management works to provide the Nevada agencies with the coordinated resources to successfully strengthen grant processes in Nevada; improve collaboration across state, local, non-profit and private industry; and improve funding for an enhanced grant landscape in Nevada.

**POSITION DESCRIPTION:**

This position reports the Chief of the Office of Grant Procurement, Coordination, and Management.

The Executive Grants Analyst works closely with the Chief of Grants Management to track and effectively communicate federal and state grant programs within the state; independently compile and analyze information from multiple sources; monitor and interpret trends that could impact current and future federal funding to the state; and encapsulates key information for the Advisory Council and Federal Assistance and various annual reports.

This position provides technical assistance and coordination to state agencies and partners. This may include: working with state agencies, non-profit and local governments to identify new federal funding opportunities; consulting and project management of special competitive opportunities in conjunction with state agency personnel; and, writing, editing and preparing applications for submission by client agencies.

Additionally, this position is responsible for the coordination and tracking of cross-agency partnerships, stakeholder collaboration activities, and the Grants Office social media presence.

**TO QUALIFY:**

- Excellent organizational skills and detailed oriented
- Positive problem-solving abilities
- Solid professional ethics, discretion and leadership skills
- Strong research, reasoning, critical thinking, and analytic abilities
- Clear and effective written and verbal communication skills to convey a variety of topics and information to all audiences
- Ability to coordinate cross agencies activities
- Effective customer service, complaint resolution and time management strategies.
- Ability to positively represent the state's role in grant management.
- Ability to interpret federal, state laws and regulations regarding grant funding, contract administration, and reporting
- Advanced Microsoft Office skills
- Ability to obtain and retain knowledge of federal award regulations, administrative and audit requirements as well as cost principles
- Knowledge of grant administration, processes and application development is preferred
- Bachelor's degree or equivalent combination of experience and education is preferred

**APPROXIMATE ANNUAL SALARY:**

Up to \$63,822\* (*Salary range reflects retirement (PERS) contributions by both the employee and employer. An employer paid contribution plan is also available with a reduced gross salary.*)

**BENEFITS:**

The State benefits package includes a retirement system, paid health, vision, dental, life and disability insurance; 11 paid holidays, and paid sick and annual leave. Other employee paid benefits such as deferred compensation plans are available.

**POSITION LOCATION:**

Carson City, Nevada

**LETTERS OF INTEREST AND RESUMES WILL BE ACCEPTED UNTIL THE POSITION IS FILLED.**

(All letters of interest and resumes will be accepted on a first come, first served basis. Hiring may occur at any time during the recruitment process.)

**SUBMIT LETTERS OF INTEREST/ RESUMES/DIRECT INQUIRIES TO:**

Department of Administration  
Attn: Connie Lucido, Administrator, Office of Grant Procurement  
406 East Second Street, 1<sup>st</sup> Floor  
Carson City, NV 89701-4298  
775-684-0155  
Email to: [clucido@admin.nv.gov](mailto:clucido@admin.nv.gov)  
In subject line please reference: Executive Grants Analyst

In your cover letter, please indicate how you heard about the position. If you heard about this position through a website, please verify which website.

*The State of Nevada is an Equal Opportunity Employer.*