



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Office of Grant Procurement, Coordination and Management
209 E. Musser Street, Room 200 | Carson City, NV 89701-4298
Phone: (775) 684-0222 | www.admin.nv.gov | Fax: (775) 684-0260

UNCLASSIFIED JOB ANNOUNCEMENT

Posted – September 4, 2015

Executive Grant Analyst

RECRUITMENT OPEN TO:

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

AGENCY RESPONSIBILITIES: The Nevada State Grant Office provides a full range of grant support to include: the identification of funding opportunities, grant writing and editing, review of grant materials, developing collaborations, coordinating grant activities with internal and external partners, obtaining and developing data matrices, budget assistance, grant project management as well as federal compliance.

POSITION RESPONSIBILITIES:

The Executive Grant Analyst assists with:

- Project management
- Providing technical grant assistance
- Managing the grant application process
- Writing and editing grant applications
- Writing briefing materials and reports
- Reporting and compliance
- Statistical analysis and research

Additionally, this position supports the Department of Administration.

APPROXIMATE ANNUAL SALARY:

Salary depends on experience and education, for up to \$62,751 maximum annual salary* (*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 DESCRIPTION:

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

TO QUALIFY:

- Clear and effective written and verbal communication skills to convey statistical, financial or regulatory information to all audiences.
- Strong literacy, reasoning and thinking skills.
- Able to conceive, develop, write and submit grant applications for client agencies.
- Ability to interpret federal, state, and local government laws and regulations regarding grants/contracts, administration, and reporting.
- Advanced Microsoft Office computer skills are necessary, specifically Word and Excel.
- Strong professional ethics and discretion.
- Bachelor's Degree Preferred, with coursework in Journalism, Political Science, English, Government, Statistics, or relevant topic areas. Experience may be considered in lieu of education.

POSITION LOCATION: Carson City, Nevada

As Nevada's capital, Carson City is located in a mountain region that includes both semi-arid grass lands and sandy deserts. The state flower is the sagebrush! Nevada combines America's history with great food and untarnished scenery. From the historic Kit Carson Trail to white water rafting, horseback riding, skiing and golfing, Nevada is never dull! Working as a State of Nevada employee is a way to contribute positively to one of the country's fastest growing states. The State of Nevada offers generous paid leave, stability, flexibility and a work-life balance.

LETTERS OF INTEREST AND RESUMES WILL BE ACCEPTED UNTIL THE POSITION IS FILLED. Writing samples accepted with the letter of interest and resume, although not required. 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
Agency HR Services
Attn: Hope DiBartolomeo
555 E. Washington Ave. Ste. 1400
Las Vegas, NV 89101
(702) 486-5413
(OR) Email to: dibart@admin.nv.gov

In subject line please reference: Executive Grant Analyst

The State of Nevada is an Equal Opportunity Employer