



UNCLASSIFIED JOB ANNOUNCEMENT

May 31, 2023

Executive Grant Analyst - Communications and Outreach

RECRUITMENT OPEN TO:

This is an open competitive recruitment, open to all qualified applicants. This position is appointed by the Director of the Nevada Governor's Office of Federal Assistance and serves at the pleasure of the Director.

AGENCY RESPONSIBILITIES:

The Office of Federal Assistance (OFA) was established July 1, 2022, and codified within NRS 223.478-486. The OFA provides a range of grant-related support for the legislatively identified stakeholders. The OFA's vision is to support our stakeholders in obtaining, increasing, and maximizing federal assistance.

As the Governor's Office of Federal Assistance, our mission is to reduce barriers by providing inclusive, collaborative, comprehensive, and centralized support in obtaining federal dollars for Nevada.

The Office of Federal Assistance also serves as the single point of contact for Nevada's federal grant applications that are subject to intergovernmental review, supports the Nevada Advisory Council on Federal Assistance, and works with Nevada's federal delegation on grant-related initiatives.

Objectives of the Office include, but are not limited to:

- Identify methods for expanding opportunities for obtaining federal assistance;
- Identify performance metrics and targets relating to obtaining and maximizing federal assistance and improving the administration of grants;
- Identify methods for the effective administration of grants; identify specific tasks which must be performed to improve the administration of grants and maximize the amount of federal assistance received by this State and a schedule for implementing any such tasks; identify best practices for considering whether to respond to a grant opportunity, including, without limitation, the monetary and programmatic cost of implementing a grant;
- Identify methods for streamlining process, regulatory, structural and other barriers to the acquisition of federal assistance that exist at each level of federal, state or local government;
- Identify opportunities for reducing administrative costs associated with obtaining federal assistance; and
- Identify opportunities for coordination between state agencies, local agencies, tribal governments, and nonprofit organizations to avoid duplication and achieve common goals.

POSITION DESCRIPTION:

The OFA is hiring an Executive Grant Analyst (EGA), specializing in Communication and Outreach. The position reports to the director of the OFA. The candidate may be located in either Carson City or Las Vegas. Virtual as well as in-person meetings may be required. Some travel, while limited, may be required.

The Office seeks applicants who thrive in a changing environment, who are able to play a vital role within the Governor's Office of Federal Assistance. Candidates will contribute to and oversee legislatively mandated programs and serve as a model to the State in grant management and regulatory compliance.

Applicants must meet both the general and position-specific qualifications.

With minimal oversight, all Executive Grant Analysts must be able to:

- Work as an engaged, proactive, and supportive member of a dynamic, collaborative, flexible, driven, and professional teleworking team;
- Engage stakeholders and provide effective customer service, complaint resolution, and support through kindness, competence, and professionalism;
- Research, interpret, communicate, monitor, and apply relevant federal, state, and program-specific policy, eligibility, and requirements;
- Actively contribute toward achieving office objectives by making and articulating data- and policy-informed recommendations;
- Thoughtfully, clearly, and engagingly present information tailored to a variety of stakeholder groups such as leadership, councils, committees, legislative bodies, agencies, members of the public, etc.;
- Proactively seek out and capitalize on areas of opportunity, removing barriers, and solving problems through application of strong research, reasoning, creative, critical thinking, and analytic abilities;
- Lead teams and hold meetings to discuss and move forward progress and deliverables based on program requirements;
- Concurrently manage multiple tasks of varying priority and independently determine a course of action to meet deadlines;
- Apply exceptional written and verbal communication, administrative, and organizational skills.

While the position may perform a wide variety of duties, the main area of focus is:

Communications and Outreach:

- Coordinate and execute division communications across a variety of communication platforms with diverse groups of stakeholders including federal, state, local, quasi-government, and non-profit organizations.
- Maintain the agency's website, ensuring accuracy, accessibility of information, and content relevancy.
- Lead outreach communications, advertising activities, and develop and maintain a network of grants-related connections; leverage data and call-lists to inform targeted outreach including, but not limited to, developing initial connections, follow up throughout the grant lifecycle, distribution of funding opportunities, resource distribution, resource collection, and fostering collaborative partnerships.
- Create and distribute monthly newsletters, press releases, surveys, and any other items as needed by the department.

- Editor to all communications, included, but not limited to newsletters, website content, reports, publications, and presentations.
- Provide technical assistance and consultation to agencies and entities seeking guidance.
- Familiarity or expertise with the following: Mailchimp, Airtable, website platforms, ADA compliance, YouTube video editing and posting, Microsoft Teams, marketing, design, and advertising, and best practices in outreach and communications, is preferred.
- Previous experience in public relations is preferred.
- Experience conducting needs assessments is preferred.
- Experience applying qualitative data analysis to make data-informed recommendations or actions resulting in significant gains in key performance measures is preferred.

GENERAL QUALIFICATIONS FOR THE EXECUTIVE GRANTS ANALYST:

- Bachelor's degree and one year of grant-related experience is required.
- A combination of education and experience that demonstrates the candidate's ability to perform the job duties is required.
- Grant-related experience is required, preferably including applied knowledge, and demonstrated success of grant administration, processes, application development, and reporting, and the ability to obtain, apply, and communicate knowledge of federal as well as Nevada state award regulations, administrative and audit requirements, and cost principles.
- Advanced Microsoft Office skills and a high degree of technological literacy and adaptability is required.
- Experience with State of Nevada fiscal process is preferred, but not required.
- At least one year of customer service and/or communications experience is required.
- Experience with electronic delivery of training or technical assistance is preferred.
- At least one year of experience of curriculum development, resource development, or policy and procedure development is preferred.
- At least one year of experience overseeing a grant-awarding program is required, including application review, award distribution, recipient monitoring, reporting, and budget management.

APPROXIMATE ANNUAL SALARY:

Up to \$70,437 plus benefits. *(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 or Las Vegas, Nevada

COVER LETTER AND RESUMES WILL BE ACCEPTED UNTIL THE POSITION IS FILLED.

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

SUBMIT COVER LETTER, ANSWERS TO QUESTIONS on NEXT PAGE, and RESUME TO:

Office of Federal Assistance
Attn: Director Kristen Stout
100 N. Stewart, Suite 200
Carson City, NV 89701
OR
Email to: grants@ofa.nv.gov

In your email, please indicate how you heard about the position. If you heard about this position through a website, please specify which website.

The State of Nevada is committed to Equal Employment Opportunity/Affirmative Action in recruitment of its employees and does not discriminate on the basis of race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.

**Office of Federal Assistance
Executive Grant Analyst – Communications and Outreach
Supplemental Questionnaire**

**Submit with Application to
grants@ofa.nv.gov**

Instructions:

Please complete this Supplemental Questionnaire in Microsoft Word and return as a pdf document to grants@ofa.nv.gov. The answers provided will be used to evaluate the skills, experience, and expertise of the applicant(s). Only the most qualified applicant(s) will move forward in the recruitment process. Answers must be identified by question number. You do not need to retype the question on your submission. Include your first name and last name on each page of your submission document. **Late submissions will not be accepted.**

Question 1:

Draft a press release announcing the *Virtual Educational and Training Series* offered by the Office of Federal Assistance that will provide free trainings in the following topics: Federal Grants 101, Federal Grant Discovery, Federal Grant Match Requirements, and an overview of the Office of Federal Assistance. Information found at <https://ofa.nv.gov/> may be used to complete this task.

Question 2:

Please provide specific examples, including the name of employer and position held where you obtained experience in the following areas:

1. Managing a website.
2. Updating content on a website.
3. Social Media management in a professional setting.

Question 3:

Please provide specific examples, including the name of employer and position held where you obtained experience drafting official correspondence, press releases, email correspondence, and newsletters.

Question 4:

Please provide specific examples, including the name of employer and position held where you obtained experience leading outreach communications and advertising activities; developing and maintaining a network of grants-related connections; leveraging data and call-lists to inform targeted outreach including developing initial connections; following up throughout the grant lifecycle including the distribution of funding opportunities, resource distribution, resource collection, and fostering collaborative partnerships.