

Title: Rural Grants Specialist
Location: Carson City
Reports to: Chief Industry Development Officer
Salary Range: \$65,000 - \$75,000 based on experience

Rural Grants Specialist

Position Summary

The Rural Grants Specialist engages with Nevada's rural communities to effectively assess and administer Travel Nevada's Rural Grant program. The Rural Grants Specialist will be expected to provide leadership and direction for internal staff and the Tourism Advisory Committee in evaluating and recommending marketing grants and projects that help extend the reach and exposure of the Nevada brand. The successful candidate will also be working in tandem with the Destination Development Manager to assist in administrating the Destination Development Grant program.

The Rural Grants Specialist will act as Travel Nevada's territory liaison, attending meetings and working closely with stakeholders across rural Nevada in six designated areas – Cowboy Country, Pony Express, Nevada Silver Trails, Reno-Tahoe, Las Vegas and Indian Territories. They will help to create, launch and maintain Travel Nevada's ambassador program which is an industry-facing platform focused on improving visitor's experience as outlined in our [Strategic Plan](#).

Key Duties and Responsibilities

Reviews all grant requests submitted through the online grant system and communicates with grant applicants regarding the application process. Notifies applicants in writing regarding awards and denials.

- Verifies non-profit grant eligibility of all applicants and compliance of applications with grant guidelines and that submission criteria have been met.
- Organizes and administers the Territory Advisory Committee (TAC) meetings comprised of the chairs of the six territories and rural commissioner. TAC meets to review grant recommendations.
- Makes grant award recommendations to TAC committee during set grant cycles.
- Works with grant award recipients on reimbursements of funds within the identified grant cycles. Rural Grant Programs Specialist ensures that all criteria have been satisfied, funds were spent according to original grant recommendation, back-up documentation and final evaluation has been properly submitted.
- Manages and maintains all grant (folders) documents and data.
- Prepares and presents grant recommendations to Nevada Commission on Tourism for final approval.
- Ensure all State statutes and Division guidelines for compliance are followed.
- Keeps Chief Industry Relations Officer apprised of all grant matters, including number of grants submitted, grants recommended, dollar amounts requested, dollar amounts recommended, organizations which have become out-of-compliance, etc.
- Works in tandem with the Destination Development Manager to process destination development grants.

Territory Liaison

- Acts as liaison with tourism industry partners throughout the state.

- Is an active and engaged partner in regularly scheduled meetings of the six rural territory organizations, apprises the territories of opportunities available to their respective members, communicates agency business to the territories, and drives territory membership.
- Assists market managers on all rural familiarization tour (FAM) opportunities by communicating fam needs to Nevada partners and matching FAM needs with partner offers.
- Organizes periodic grant workshops and other educational opportunities intended to educate non-profit organizations about grant funding opportunities that are available to help drive visitation to our rural communities.
- Helps administer and leads educational programs designed to educate our rural partners on development of destinations and products to better serve the travel industry through the Visitor Experience.

Rural Roundup Conference

- Completes informal RFP process to determine upcoming Rural Roundup conference locations.
- Works with the selected community to determine and approve pre-conference events, meals, venues, lodging, transportation, etc.
- Creates the conference agenda, run of show and coordinates IT, guest speakers and break-out sessions.
- Ensures educational sessions are relevant to rural Nevada and meet current/future tourism industry trends and best practices.
- Oversees the Rural Roundup registration, conference budget and sponsorships.

Assists Chief Industry Development Officer with the planning of other events and projects as needed.

Other duties as assigned by supervisor.

Essential Skills & Competencies

- Demonstrated leadership skills with the ability to communicate and implement Travel Nevada's vision and strategic plan with enthusiasm, building positive participation with stakeholders.
- Adept at diplomacy, negotiation and issue resolution, managing conflict and disagreement through collaborative discussion to reach positive conclusions.
- Highly developed oral and written communication skills with the ability to articulate key points, interpret non-verbal communication, and use active listening to adjust one's communication style to optimize personal effectiveness.
- Is results driven, sets goals, aggressively track results and produces accurate reports.
- Demonstrated skills in project management, budgeting, and coordination of multiple projects and assignments.
- Ability to work with a wide variety of people at all levels, exercises confidentiality and discretion as appropriate.
- Ability to network, build relationships and influence internal and external stakeholders at every level within a diverse population of organizations, associations, and interest groups.
- Excellent time management skills, including demonstrated ability to meet deadlines and prioritize multiple projects
- Works effectively independently as well as collaboratively with a team of colleagues and stakeholders
- Ability and willingness to work the occasional evening and/or weekend

Education & Experience

- Four-year college degree in business, marketing, communications, or related subjects.
- A minimum of 3 years' experience in tourism marketing, destination development or related field.
- Experience in culture and heritage tourism, outdoor adventure, marketing, rural economic development, and community relations strong preferred.

How to Apply

For internal candidates, please use the following link:

<https://hcm20.ns2cloud.com/sf/jobreq?jobId=7917&company=SONHCM20>

For external candidates, please use the following link:

<https://nv.jobs2web.com/job-invite/7917/>