



UNCLASSIFIED JOB ANNOUNCEMENT

June 6, 2023

Senior Executive Grants Analyst

RECRUITMENT OPEN TO:

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

AGENCY RESPONSIBILITIES:

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

- Identifying methods of expanding opportunities for obtaining federal assistance;
- Identifying performance metrics and targets relating to obtaining and maximizing federal assistance and improving the administration of grants;
- Identifying methods for improving the effective administration of grants and maximizing the amount of federal assistance received by the State;
- Identifying best practices for considering whether to respond to a grant opportunity, including, without limitation, the monetary and programmatic cost of implementing a grant;
- Identifying 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;
- Identifying opportunities for reducing administrative costs associated with obtaining federal assistance; and
- Identifying opportunities for coordination between state and local agencies, tribal governments and nonprofit organizations to avoid duplication and achieve common goals.

POSITION DESCRIPTION:

The OFA is hiring a Senior Executive Grant Analyst (SEGA). This position will contribute to and oversee legislatively mandated programs and serve as a model to the State in grant management and regulatory compliance.

With minimal oversight, 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 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 revolves around:

- Performing the duties as delegated by the Director, which may include representing the Director in meetings, presentations, and when answering correspondence.
- Leading and supporting the development and presentation of reports, presentations, community outreach, support of the Nevada Advisory Council on Federal Assistance, and related activities;
- Serving as a resource and guide to the Executive Grant Analysts and Administrative Assistant IV, particularly in overseeing and troubleshooting day-to-day activities.
- Monitoring key performance indicators, tracking, analyzing, researching impacting factors and making data-informed recommendations on initiatives and process changes.
- Providing fiscal oversight to the budget, Grant Match Program, and related areas, including forecasting, monitoring, and targeted action to ensure compliance and proper fiscal management.
- Leading management and coordination of agency projects and initiatives, including the State Plan to Maximize Federal Assistance.
- Analyzing processes, regulation, statutes, policies, structure, budgets, and related areas to identify areas of opportunity for streamlining, reducing costs, and increasing coordination.
- Serving as the subject matter expert on evaluation committees for grant-related RFPs.
- As practicable, writing and managing grants.
- As practicable, providing guidance and technical assistance to stakeholders.

GENERAL QUALIFICATIONS FOR THE SENIOR EXECUTIVE GRANTS ANALYST:

- Bachelor's degree and two years of grant-related experience is required.
- At least three years of management experience is required, including demonstrated success of team leadership and project management.
- At least two years of experience in qualitative and quantitative data collection, analysis, trend identification, forecasting, and reporting is required, including applying data analysis to make informed recommendations resulting in significant gains in key performance measures.

- Grant-related experience is required, including 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.
- At least one year of experience overseeing a grant-awarding program is required, including application review, award distribution, recipient monitoring, reporting, and budget management.
- Advanced Microsoft Office skills and a high degree of technological literacy and adaptability is required.
- A combination of education and experience will be considered.
- Experience with State of Nevada fiscal process is preferred, but not required.
- Experience with electronic delivery of training or technical assistance is preferred.

APPROXIMATE ANNUAL SALARY:

Up to \$84,230 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, depending on the qualified candidate. Some travel, while limited, may be required.

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 AND RESUME TO:

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

In your email submittal, 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.