

Unclassified Job Announcement

Posted July 22, 2025

EXECUTIVE GRANT ANALYST

RECRUITMENT OPEN TO:

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

ABOUT THE TEAM:

The Office of Federal Assistance offers a dynamic and innovative work environment where you can make a significant impact on the state's ability to secure and manage federal funds. As a part of our team, you will contribute to initiatives that directly benefit Nevada's communities and help shape the future of federal assistance in the state.

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.
- Identify opportunities for coordination between state agencies, local agencies, tribal governments, and nonprofit organizations to avoid duplication and achieve common goals.



APPROXIMATE ANNUAL SALARY:

Up to \$87,567 annually 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, 12 paid holidays, and paid sick and annual leave. Other employee-paid benefits such as deferred compensation plans are available.

POSITION LOCATION: Las Vegas, Nevada

POSITION DESCRIPTION:

The OFA is seeking a highly skilled and motivated Executive Grant Analyst (EGA) to join its team in Las Vegas, Nevada. This position plays a critical role in supporting the OFA's mission to reduce barriers and maximize federal assistance for Nevada. The EGA will be responsible for analyzing, coordinating, and overseeing federal grant activities, ensuring state compliance with regulations, and supporting the effective administration of grants across state agencies, local agencies, tribal governments, and nonprofit organizations.

Key Responsibilities include but are not limited to:

- Monitor grant performance metrics and targets to ensure effective administration and maximization of federal assistance.
- Track and evaluate grant applications subject to intergovernmental review, ensuring compliance with federal and state regulations.
- Identify methods for expanding opportunities to obtain federal assistance and recommend strategies for improving grant administration.
- Develop and implement schedules for executing tasks that enhance grant administration.
- Serve as a key liaison between state agencies, local agencies, tribal governments, and nonprofit organizations to foster collaboration and avoid duplication of efforts.
- Provide guidance and training to stakeholders on effective grant management practices and compliance requirements.
- Lead and manage grant-related projects from inception to completion, ensuring that all deliverables are met on time and within budget.
- Develop comprehensive project plans, including timelines, resource allocation, risk management strategies, and key milestones.
- Coordinate cross-functional teams to ensure effective project execution, maintaining clear communication and accountability.

Monitor project progress, identify potential issues or delays, and implement corrective actions as necessary to keep projects on track.

- Prepare and present regular project status reports to leadership and stakeholders, ensuring transparency and alignment with organizational goals.
- Demonstrate experience in analyzing data and preparing detailed performance and financial reports for federal agencies, ensuring compliance with reporting requirements and deadlines.



TO QUALIFY:

- Bachelor's degree in public administration, finance, business, or a related field; a Master's degree is preferred.
- 3 to 5 years of experience in federal grant management, with a preference for those with state government experience.
- Proven experience in monitoring and evaluating grant performance and compliance.
- Proven experience in proposal development, budgeting, and securing federal grants, with a track record of successfully managing the entire grant lifecycle from application to closeout.

Skills and Competencies:

- Strong analytical skills with the ability to interpret complex grant regulations and guidelines.
- Excellent project management skills, with the ability to prioritize tasks and manage multiple deadlines.
- Effective communication and collaboration skills, with a track record of working with diverse stakeholders.
- Knowledge of federal and state grant processes and requirements including a working knowledge of the federal grant lifecycle.
- Ability to manage and cultivate strong relationships with diverse stakeholders, including federal agencies, legislators, and community partners, to promote collaboration and achieve common goals.
- Proven ability to work under tight deadlines while managing multiple projects simultaneously, ensuring accuracy, attention to detail, and high-quality outcomes.

Other requirements:

- Ability to travel within the state as needed.

TO APPLY:

Interested candidates should submit a resume and cover letter detailing their relevant experience and explaining their interest in the position. Applications will be reviewed on a rolling basis until the position is filled.

Please submit resume and cover letter to:

Nevada Governor's Office of Federal Assistance
Attn: Lety Chavez, Office Manager
505 Capovilla Ave Suite 104 Las Vegas, NV 89119

OR Email to: grants@ofa.nv.gov

In subject line for emails please reference: Executive Grants Analyst

The State of Nevada is an equal opportunity employer dedicated to building diverse, inclusive, and innovative work environments with employees who reflect our communities and enthusiastically serve them. All applicants are considered without regard to 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.