



State of Nevada

Invites you to apply for

EXECUTIVE GRANTS ANALYST



THE STATE OF NEVADA

MISSION STATEMENT:

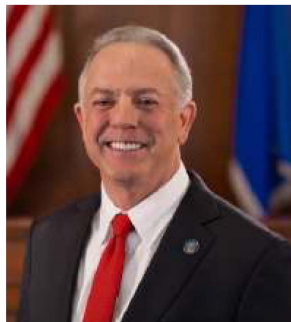
The Nevada Way: Empowering the executive branch to provide solution-oriented customer service to residents, businesses, and visitors so

Nevada is recognized for its world-class destinations, its innovative and business-friendly economic environment, its quality of life, and its efficiently and effectively run state government.

VISION STATEMENT:

Governing with transparency and fiscal responsibility; working with local government, non-profit and industry partners; delivering dependable services to citizens and visitors; and creating opportunities for Nevadans to lead safe, healthy, prosperous, and productive lives.

**"OUR CAPACITY TO ACHIEVE
GREAT DEEDS WILL NEVER BE
IN QUESTION, BECAUSE WE
WILL FOLLOW THE NEVADA WAY
– NEVER GIVE UP, NEVER GIVE
IN, AND NEVER STOP
DREAMING."**



**Governor Joe Lombardo
STATE OF THE STATE ADDRESS**

The State of Nevada, encompassing over 110,000 square miles, is a land of vast natural beauty, economic diversity, and cultural vibrancy. Known as the “Silver State” for its historic mining legacy, Nevada today is equally recognized for its dynamic cities, rugged outdoor landscapes, and spirit of independence. Anchored by metropolitan hubs like Las Vegas and Reno, Nevada also offers a rich tapestry of rural communities, tribal lands, and open desert that reflect its deep Western roots.

Home to more than 3.2 million residents, Nevada is one of the fastest-growing states in the nation. The state features no personal income tax, a favorable business climate, and year-round recreational opportunities—from world-class entertainment and dining to hiking, skiing, and stargazing beneath some of the clearest night skies in the U.S.

With over 300 days of sunshine annually in many regions, Nevada’s climate ranges from the dry heat of the Mojave Desert to the four-season beauty of the Sierra Nevada. The state is also home to Lake Tahoe, Great Basin National Park, Red Rock Canyon, and more than 800,000 acres of state park land.

Nevada balances innovation and tradition, offering a high quality of life, a growing emphasis on sustainability and technology, and a commitment to preserving the natural and cultural richness that makes the state truly one of a kind.

MISSION STATEMENT:

The Governor's Office of Federal Assistance reduces barriers by providing inclusive, collaborative, comprehensive, and centralized support in obtaining federal dollars for Nevada.

VISION STATEMENT:

The Governor's Office of Federal Assistance supports our stakeholders in obtaining, increasing, and maximizing federal assistance.

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.

UNIT SECTIONS:

The Office of Federal Assistance does not have unit sections.

THE IDEAL CANDIDATE



*Join a team where your impact
will matter from day one.*

WHAT WE'RE LOOKING FOR:

The Office of Federal Assistance is seeking a highly skilled and motivated Executive Grant Analyst (EGA), specializing in Communication and Outreach, to join its team in Carson City, Nevada. This position plays a critical role in supporting the Office of Federal Assistance mission is to reduce barriers and maximize federal assistance for Nevada. Previous experience in public relations, experience conducting needs assessments, and experience applying qualitative data analysis to make data-informed recommendations or actions, 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.

WHAT YOU'LL BE DOING:

Key responsibilities of the EGA will be to monitor grant performance metrics and targets, track and evaluate grant applications, identify methods for expanding opportunities to obtain federal assistance. You will develop and implement schedules for executing tasks, serve as a key liaison between state and local agencies, tribal governments, and non-profit organizations. Provide guidance and training to stakeholders, lead and manage grant related projects from inception to completion and develop comprehensive project plans. The EGA will coordinate cross functional teams, monitor project progress, and identify potential issues or delays.

Communication and outreach responsibilities of the EGA will be to coordinate and execute division communications across a variety of platforms with diverse groups of stakeholders.

The EGA will maintain the agency's website, advertise activities, lead outreach communications, develop and maintain a network of grant-related connections, leverage data and call lists, create and distribute monthly newsletters, press releases, surveys, and any other items needed by the department. Editor to all communications and provide technical assistance and consultation to agencies and entities seeking guidance

QUALIFICATIONS:

- 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.

KEY QUALITIES & COMPETENCIES:

Key qualities are the ability to ensure state compliance with regulations. must have clear communication and accountability. As well as the ability to demonstrate experience in analyzing data and the ability to develop and implement schedules for executing tasks.

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. The ability to effectively communicate and collaborate skills, with a track record of working with diverse stakeholders.

Knowledge of federal and state grant processes and requirements including working knowledge of the federal grant lifecycle. The 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.

SALARY:

\$87,567 *Reflects contributions by the employee and employer. An employer paid plan is also available at a reduced salary.

LOCATION:

Carson City, Nevada

STATE BENEFITS

The State of Nevada offers a wide array of benefits to employees, including:

- Medical, dental, life, and disability insurance coverage
- Twelve paid holidays per year
- Three weeks of annual leave
- Three weeks of sick leave
- Participation in the Public Employees' Retirement System (PERS)
 - Access to a tax-sheltered deferred compensation plan
- No Social Security contributions (Medicare deduction still required)
 - Additional benefits for long-term employees
- CBA



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.



APPLICATION & SELECTION PROCESS

Applications will be accepted on a first-come, first-serve basis and will continue to be accepted until the position is filled. Applicants are therefore strongly encouraged to submit their applications as soon as possible. Hiring may occur at any time during the recruitment process. Interested applicants should submit their cover letter, resume, and a list of three professional references 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 – Communications and Outreach

***** RESPONSES TO THE ATTACHED QUESTIONNAIRE MUST BE INCLUDED**

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

Thank you!





Supplemental Questionnaire

Executive Grant Analyst – Communications and Outreach

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

Instructions:

Please complete this Supplemental Questionnaire in Microsoft Word and submit it as a PDF. Your responses will be used to evaluate your skills, experience, and expertise relevant to the role. Only the most qualified candidates will move forward in the recruitment process. Please label each response with the corresponding question number. There is no need to restate the question in your response. Be sure to include your full name on each page of the document. Late submissions will not be accepted.

Question 1:

Draft a press release announcing the launch of the *Nevada Grant Academy* that provides free, public-facing sessions on the following topics: **Federal Grants 101**, **How to Find Federal Grant Opportunities**, **Understanding Federal Grant Match Requirements**, and an **Overview of a Centralized Grants Support Office**. You may reference examples and information from existing public resources, such as <https://ofa.nv.gov/>, to complete this task.

Question 2:

Please provide specific examples—including employer name and your position title—where you gained experience in the following areas:

1. Managing an organizational or program-specific website.
2. Regularly updating or maintaining website content.
3. Managing professional social media accounts on behalf of an organization or agency.

Question 3:

Provide specific examples—including employer name and position title—where you drafted professional communications such as:

- Official correspondence
- Press releases
- Public email campaigns
- Newsletters or other recurring outreach communication



Question 4:

Provide specific examples—including employer name and position title—where you were responsible for leading or supporting outreach and engagement efforts related to programs, services, or funding opportunities. Include activities such as:

- Developing and distributing outreach materials
- Maintaining a network of relevant stakeholders or community partners
- Using data, call lists, or CRM tools to identify and engage target audiences
- Sharing resources or funding opportunities
- Collecting feedback and supporting collaboration across project or grant lifecycles