



Grants Manager

Posting Details

Working Title Grants Manager

Position Location Fort Collins, CO

Work Location Position is fully in-office/in-person

Posting Number 202301296AP

Position Type Admin Professional/ Research Professional

Classification Title Prof/Indiv Contrib III

Work Hours/Week 40

Proposed Annual Salary Range \$80,000 - \$85,000

Employee Benefits

Colorado State University is committed to providing employees with a strong and competitive benefits package that supports you, your health, and your family. Visit CSU's Human Resources website for detailed benefit plan information for eligible employees in the following University benefit areas:

<https://hr.colostate.edu/hr-community-and-supervisors/benefits/benefits-eligibility/> and <https://hr.colostate.edu/prospective-employees/our-perks/>. To see the value of CSU benefits in addition to wages, visit our compensation calculator – <https://hr.colostate.edu/total-compensation-calculator/>.

To ensure full consideration, applications must be received by 11:59pm (MT) on 08/07/2023

Description of Work Unit

The purpose of the Administrative Division is to provide leadership and direction in service, outreach, and administration that directly contributes to achieving the agency's mission of "the stewardship of Colorado's diverse forest environments for the benefit of present and future generations". The CSFS Administrative Division specifically coordinates the financial and budget processes for the State Office and 17 offices. The work unit consists of key leadership positions that provides direction to achieve the vision and mission of the CSFS.

Position Summary

Under the general supervision of the Associate Director of Administration, the Grants Manager is responsible for providing assistance and guidance to all agency personnel regarding grant administration. The Grants Manager is also responsible for coordinating the timely completion and closeout of all sponsored agreements and grants, ensuring all cost-share and fiscal requirements are met.

The Grants Manager serves as the primary contact for the Office of Sponsored Programs, coordinating with other CSFS administrative staff. They will be responsible for educating and training program managers and other personnel throughout the CSFS on the correct application of Federal Cost Accounting Standards relative to project expenditures, other necessary accounting principles, audit requirements, financial guidelines and policies, compliance with CSU policy, etc. They will be required to create grant reports, budgets and invoices.

They will use their knowledge and expertise of federal and state rules and guidelines to determine when to alert program managers of potential problems, making sure to recommend alternative solutions as well. When needed, the Grants Manager will confer with the Finance Manager to counsel program managers on appropriate spending alternatives to accomplish project and budget objectives and create program-level and account-level processes to address unusual budget requirements.

Required Job Qualifications

- Bachelor's degree (or greater) in Business Administration, Finance, Natural Resources, Forestry, or other related degree will be considered.
- Three years professional experience of grant administration.
- Experience with supervising temporary and/or permanent staff.

Preferred Job Qualifications

- Professional experience with natural resource grant administration.
- Professional experience with natural resource grant writing.
- Understanding of and application experience with the Office of Management and Budget's (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ("Uniform Guidance").
- Proficient with grant management systems and reporting programs.
- Experience working with grant management systems such as Grants.gov.
- Experience with Kual Research (KR) and Kual Financial Systems (KFS).
- Experience planning, coordinating, and tracking Cost-share.
- Adept with the general Microsoft Suite of software products, including Excel and Word.
- Demonstrated experience with participation on teams, committees and other special assignments.
- Ability to maintain and keep information confidential.
- Excellent verbal and written communication and interpersonal skills.
- Ability to meet tight deadlines with a strong attention to detail.
- Research Administrator certification

Diversity Statement

Demonstrated knowledge of, and relevant ability with, culturally diverse communities among potential target and constituent populations.

Essential Duties

Job Duty Category Grants Process Oversight

Duty/Responsibility

- Serve as primary contact for the Office of Sponsored Programs and recipients.
- Monitor technical reporting deadlines, assisting program managers with preparation and submission of these reports.
- Coordinate annual and quarterly grant reporting efforts, and submit reports to Office of Sponsored Programs in a timely manner.
- Communicate and coordinate unique situations that require individual interpretation of regulations and guidelines for transaction costs and project actions and discuss the agency's needs with appropriate personnel.
- Coordinate the annual closeout of sponsored agreements and grants, ensuring that all cost share and fiscal requirements have been met.
- Grant editing and writing for various grants.
- Assist program staff with compiling and completing grant applications and proposals.
- Build grant proposal budgets.
- Train employees on grant process, including reviewing and processing reimbursement requests.
- Manage staffing for employees on grants – Communicate with Finance Manager on staffing adjustments with program managers' input.
- Conduct Kick-Off Meetings for new grants and agreements.
- Coordinate annual grant reporting efforts, submit to OSP/sponsor.
- Assist program managers with grant award paperwork – including scope of work review. Provide guidance when problems or violations are detected and determine the appropriate course of action.
- Manage sub-awards and collaborate with OSP on obtaining sub-award documents from recipients.
- Maintain the CSFS Grant Desk Guide with updated information and processes.
- Research and pursue funding opportunities through various online funding portals.
- Maintain CSFS grants website database.

Percentage Of Time 50%

Job Duty Category Fiscal Oversight of Grants

Duty/Responsibility

- Inform program managers on the correct application of Federal Cost Accounting Standards relative to project expenditures.
- Prepare consolidated financial reports to present a comprehensive view of awards.

- Advise program managers when an expense is not appropriate for a project given the scope of work.
- Monitor sponsored accounts, reviewing expenditures for compliance with award terms, cost accounting standards, and university, state and federal requirements.
- Review and approve grant reimbursement payments.
- Oversee the maintenance of CSFS sponsored grants and reimbursement templates.
- Assist in the annual budgeting process by participating in staffing and budget considerations with the Finance Manager and program managers.
- Analyze spending when a project is nearing completion to ensure funding is expended, and transition is made to the next appropriate account for the project, considering salary distribution across awards.
- Provide support for GeoTracks application by entering in grant accounts and subaccounts.
- Coordinate with Finance account and sub-account set-up for projects.
- Plan, coordinate, and track Cost-share
- Manage and track Program Income.

Percentage Of Time 35%

Job Duty Category Staff supervision

Duty/Responsibility

The Grants Manager is responsible for the supervision of permanent staff. Responsibilities include: Ensuring regular communication with employees; developing and monitoring ongoing performance; creating annual development plans; conducting performance reviews as required and updating those plans as needed. They are also expected to ensure the day-to-day safety of employees, and coaching regularly for optimal performance.

Percentage Of Time 15%

Special Instructions to Applicants

To apply, please submit a cover letter that addresses the required and preferred job qualifications, a resume and the contact information for three professional references. This position is requiring 3-4 days per week in the office in Fort Collins, CO.

References will not be contacted without prior notification of candidates.

Conditions of Employment Pre-employment Criminal Background Check (required for new hires), Valid Driver's License

Search Contact Diana Selby, Diana.Selby@colostate.edu

EEO Statement

Colorado State University is committed to providing an environment that is free from discrimination and harassment based on race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity/expression, or pregnancy in its

employment, programs, services and activities, and admissions, and, in certain circumstances, marriage to a co-worker. The University will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. Colorado State University is an equal opportunity and equal access institution and affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and Colorado State laws, regulations, and executive orders regarding non-discrimination and affirmative action. The Office of Equal Opportunity is located in 101 Student Services.

The Title IX Coordinator is the Director of the Office of Title IX Programs and Gender Equity, 123 Student Services Building, Fort Collins, CO 80523-0160, (970) 491-1715, titleix@colostate.edu.

The Section 504 and ADA Coordinator is the Director of the Office of Equal Opportunity, 101 Student Services Building, Fort Collins, CO 80523-0160, (970) 491-5836, oeo@colostate.edu.

The Coordinator for any other forms of misconduct prohibited by the University's Policy on Discrimination and Harassment is the Vice President for Equity, Equal Opportunity and Title IX, 101 Student Services Building, Fort Collins, Co. 80523-0160, (970) 491-5836, oeo@colostate.edu.

Any person may report sex discrimination under Title IX to the Office of Civil Rights, Department of Education.

Background Check Policy Statement

Colorado State University strives to provide a safe study, work, and living environment for its faculty, staff, volunteers and students. To support this environment and comply with applicable laws and regulations, CSU conducts background checks for the finalist before a final offer. The type of background check conducted varies by position and can include, but is not limited to, criminal history, sex offender registry, motor vehicle history, financial history, and/or education verification. Background checks will also be conducted when required by law or contract and when, in the discretion of the University, it is reasonable and prudent to do so.

Required Documents

Cover Letter

Resume

References Requested

Minimum Requested 3

Maximum Requested 3