

A skilled and diverse workforce strengthens all Nevadans.

GRANTS & PROGRAMS MANAGER

About GOWINN:

The Governor's Office of Workforce Innovation (GOWINN) was initially established in accordance with a Governor's Office Executive Order ([Executive Order 2016-08](#)). During the 79th legislative session, SB516 created GOWINN in Nevada statute in order to ensure continued alignment with the workforce ecosystem. The creation of GOWINN is aligned to provide the coordination of activities within that ecosystem, including the Workforce Investment Opportunity Act (WIOA, 2014) and its vision of a seamless workforce system that helps job seekers access employment, education, training, and other support services.

The Governor's Office of Workforce Innovation helps drive a skilled, diverse, and aligned workforce in the state of Nevada by promoting cooperation and collaboration among all entities focused on workforce development. The primary responsibilities of GOWINN are to (1) leverage labor market data, (2) design career pathways, (3) scale apprenticeships, (4) identify industry-recognized credentials, and (5) promote responsive workforce policies.

GOWINN's values include:

- Action: we are constantly taking action that moves the state forward.
- Collaboration: we seek to engage and work as partners.
- Integrity: we will follow through with courage and truth.
- Leadership: we take initiative and facilitate actions that empower institutions.
- Optimism: we are hopeful about Nevada's future.

Position Overview:

The Grants and Program Manager provides management of grants and various programs. This position helps plan, coordinate, and manage grants and various program services and activities in accordance with legal and regulatory requirements and performance standards and objectives. This position manages the identification, application, and administration of grants and other formula or discretionary funding sources for the Governor's Office of Workforce Innovation (GOWINN). The Grants and Program Manager oversees and administers various complex grants that vary in size and number of grants, the number of subgrantees whose performance must be audited and evaluated, number of years of the grant and contingencies placed upon program effectiveness, the type of annual reporting required, and compliance of with grant/project requirements, which can also be complex grants that are multi-year awards, requiring detailed budget projection, and the purchase, depreciation and disposition of equipment. The Grants and Program Manager supports the initiatives and activities of GOWINN, the Executive Director, the Senior Program Administer/Officer, and the GOWINN staff.

Responsibilities:

Under general supervision, this position –

- Manages the planning and execution of grants and projects.
- Manages the monitoring of programs and projects, follows up with partners on the completion or delay of project phases, schedules meetings, and maintains project documents and reports.
- Maintains oversight of project activities, identifies issues, and ensures prompt resolution.
- Researches and reviews funding opportunities, and provides technical assistance in the application of grants and other funding opportunities, and coordinates agency applications and manages the application process, this also includes grant writing, developing detailed budget narrative, modifications, and allowable costs, and gathering statistical data.
- Prepares information for financial and programmatic reports for both internal agency reports and reporting requirements mandated by funder.
- Manages the coordination of program activities and state purchasing requirements to implement programmatic activities.
- Provides technical assistance to subgrantees regarding program and financial operations including grants management, program planning and interpretation, and analysis of regulations, policies, and procedures.
- Reviews, monitors, and is responsible for the enforcement of subgrantee/contract vendor compliance to federal, State, and local laws and regulations.
- Monitors subgrantee and/or contract programs on-site and through record reviews to ensure compliance with federal requirements and the appropriate and efficient usage of monies.
- Ensures all expenditures meet the allowable costs/cost principles under the funding guidelines and special conditions with each grant.
- Maintains extensive informational records and assists with the maintenance of financial records.
- Prepare monthly budget reports for PIs. Based on PI feedback, prepare funding scenarios and conduct expenditure forecasting to aid award management throughout the life of the project.
- Review and approve monthly invoices and/or other sponsor specific forms for reimbursements with appropriate supporting documentation.
- Prepare and submit financial reports to sponsors.
- Process effort certifications.
- Track deadlines for invoicing, reporting, and the closeout of each award
- Maintain financial records.
- Research and apply policies and procedures in compliance with Uniform Guidance, federal and state regulations, GOWINN policies and procedures.
- Complete tasks assigned for month-end and year-end closes.
- Assist PIs and staff regarding post-award processes.
- Assist with compiling documents for audits.

Additional Responsibilities:

- Schedule and help facilitate grant projects/programs and evaluates program effectiveness.
- Provide guidance for the uniform administration and use of funding for programs.
- Research, recommend, develop, and implement plans and projects within grant guidelines to maximize and enhance services provided.
- Document and report all discrepancies and make suggestions regarding any proposed improvements.
- Perform other duties and responsibilities as requested by the Executive Director, Senior Program Administrator/Officer, and other GOWINN staff as necessary.

Minimum Qualifications:

- Bachelor's degree from an accredited college or university in a field of study pertinent to the program assignment and successful experience in related fields.
- Professional grants experience, particularly with federal granting agencies, including writing grant applications to secure program funding; determining grant/subgrant program eligibility; researching, developing, and implementing long-range grant program plans.
- Experience with the management of fiscal aspects for grants/subgrants; and monitoring and enforcing grant/subgrant recipient compliance.
- Strong proficiency with computers, database software, Microsoft Office, Microsoft Excel, and Adobe applications.
- Excellent critical thinking, analytical, verbal, and written communication is required
- Ability to apply solid organizational and time management to a deadline drive, multiple priority work environment.
- Knowledge of federal grant regulations, Uniform Guidance, and Generally Accepted Accounting Principles (GAAP).
- Experience writing or reviewing grant proposals, engaging in strategic planning, and evaluation.
- Ability to synthesize large amounts of information into cogent, easy-to-understand report and presentations.
- Outstanding verbal and written communication skills as well as strong interpersonal skills.
- Ability to handle multiple tasks simultaneously; strong time management skills.
- Flexible and team player.
- Maintain confidentiality.
- Keen desire for excellence and accuracy; self-starter and self-reliant.
- Ability to consult effectively with others.



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Preferred Skills and Characteristics:

- Bachelor's degree in Accounting, Business Management, Finance from an accredited college or university.
- Three or more years of full-time ledger accountant experience.
- Two or more years of full-time experience in a post-award grant management setting.
- One or more years of working knowledge of fund accounting in local, state, or federal government and/or higher education.

The GOWINN position of Grants and Programs Manager is grant funded and is contingent upon the availability of funding.

To apply, please send your resume and contact information to:

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