



# State of Nevada

*Invites you to apply for*

## Executive Grants Analyst



# THE STATE OF NEVADA

## MISSION

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

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 (OFA), was established July 1, 2022 and codified within NRS 223.478-486. The Agency provides a range of grant-related support for the legislatively identified stakeholders. With a mission to increase the number of grant dollars Nevada receives, OFA works to reduce and remove barriers to federal grant funding through providing grant resources, advocacy, and coordination, among federal grant applicants across the state.*

# 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) 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 are to identify methods for expanding opportunities for obtaining federal assistance.

## UNIT SECTIONS:

**Office of Federal Assistance**

# THE IDEAL CANDIDATE

## WHAT WE'RE LOOKING FOR:

The ideal candidate for the Executive Grant Analyst position is a highly motivated, detail-oriented professional with a strong foundation in federal grant management and a demonstrated commitment to public service. This individual brings substantive experience managing the full federal grant lifecycle—from opportunity assessment and application development through award administration, compliance oversight, performance reporting, and closeout—preferably within a state government or similarly complex public-sector environment. The successful candidate possesses strong analytical capabilities and a working command of federal and state grant regulations, including 2 CFR Part 200 (Uniform Guidance). They are skilled in interpreting complex regulatory and programmatic guidance and applying it to real-world grant administration, compliance monitoring, financial review, and performance analysis. The role requires the ability to identify risk, compliance gaps, and performance challenges, and to develop clear, actionable recommendations and corrective strategies to safeguard federal resources and ensure program integrity. This position demands advanced project management skills, including the ability to manage multiple grants, timelines, deliverables, and reporting requirements simultaneously while maintaining a high degree of accuracy and attention to detail. The ideal candidate is highly organized, proactive, and comfortable operating in a fast-paced, deadline-driven environment with competing priorities and high-volume workloads. Equally important are strong communication and stakeholder engagement skills. The ideal candidate excels in coordinating across state agencies, local governments, tribal governments, nonprofit organizations, legislators, and federal partners to advance shared goals, reduce duplication of effort, and strengthen statewide grant outcomes. They are an effective written and verbal communicator, capable of preparing clear reports, guidance documents, and presentations, and of translating complex data and regulatory requirements into accessible, actionable information for diverse audiences. The Executive Grant Analyst is also expected to develop and deliver training and technical assistance related to federal funding, compliance, and program implementation, supporting capacity building across Nevada's grant ecosystem. Collaborative, solutions-oriented, and mission-driven, the ideal candidate is committed to reducing barriers, improving access to federal resources, and contributing to an innovative, high-performing team focused on maximizing federal assistance and delivering meaningful benefits to Nevada's communities.

## WHAT YOU'LL BE DOING:

### KEY RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- Monitor grant performance, spending, and outcomes to maximize federal assistance.
- Track and evaluate grant applications subject to intergovernmental review for compliance with federal and state requirements.
- Identify funding opportunities and recommend strategies to strengthen grant competitiveness and administration.
- Serve as a liaison between state agencies, local governments, tribes, and nonprofits to promote coordination and prevent duplication.
- Provide training and technical assistance on federal grant management, 2 CFR compliance, budgeting, reporting, and audit readiness.
- Support state agency compliance with federal requirements, including cost principles, reporting, and internal controls.
- Analyze financial and performance data and prepare required federal reports.
- Lead grant-related projects, manage timelines and deliverables, and resolve risks or performance issues.
- Prepare project status and compliance updates for leadership and stakeholders.
- Strong analytical ability to interpret and apply federal grant regulations, including 2 CFR Part 200 (Uniform Guidance).
- Demonstrated skill in grant compliance, financial review, and performance analysis across the full federal grant lifecycle.
- Advanced project management skills with the ability to manage multiple grants, timelines, and reporting requirements simultaneously.
- Ability to develop and deliver training and technical assistance on federal funding, compliance, and program implementation to state agencies, local governments, tribal partners, and nonprofit organizations.
- Effective written and verbal communication skills for preparing reports, guidance, and presentations for diverse audiences.
- Proven ability to collaborate with state agencies, federal partners, legislators, and community stakeholders to advance Nevada's federal funding goals.
- Strong attention to detail with the ability to maintain accuracy, compliance, and data integrity under tight deadlines and high-volume workloads.
- Ability to identify risk, compliance gaps, and performance issues and recommend corrective actions

## 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 life cycle from application to closeout.



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

## KEY QUALITIES & COMPETENCIES:

- Monitor grant performance, spending, and outcomes to maximize federal assistance.
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- Identify funding opportunities and recommend strategies to strengthen grant competitiveness and administration.
- Serve as a liaison between state agencies, local governments, tribes, and nonprofits to promote coordination and prevent duplication.
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## SALARY:

**\$87,567 annually on the Employee/Employer plan**

## LOCATION:

Carson City or Las Vegas

# STATE BENEFITS

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

- No Nevada State income tax
- 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 and CBA employees



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:

Please send resumes and cover letters to:

Nicole Hardeman-Swindle, Executive Grants Analyst  
[grants@ofa.nv.gov](mailto:grants@ofa.nv.gov), 775-684-0156,

The posting will not close until recruitment needs are satisfied.

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!

