

# **Open Position Opportunity**

**POSITION:** Competitive Grants and Awards Consultant

Position #9081

Unit of Federal Programs

**ANNUAL SALARY RANGE:** \$52,000 plus benefits.

**APPLICATION PROCEDURE:** Please email a completed Colorado Department of Education

Employment Application, letter of interest, and resume to

careers@cde.state.co.us with the Position# and Title in the subject

line.

To obtain a Colorado Department of Education Employment

Application, visit our website at

http://www.cde.state.co.us/cdemgmt/HR/jobs.htm

All materials submitted should be current and specifically address

the qualifications for this position.

Hard copies of application materials and application materials

sent via mail or fax will not be accepted.

#### **CONDITIONS OF EMPLOYMENT:**

- All offers of employment are conditional to a successful background and references check.
- Please be advised that the CDE may choose to contact work references other than those listed on your application.
- Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday.
- Position is exempt from overtime and may require work outside of normal office hours.
- Selected applicant is an employee at will.
- Candidates with family relationships working in the same Office/Work
  Unit in which the position is announced will not be considered.
- Direct deposit of paychecks is required.
- Smoking is not allowed in the State Office Building and is allowed only in designated areas outside the State Office Building.
- Selected applicant must comply with the Colorado State Board of Education's Drug-Free Workplace policy.
- As required by the Immigration Reform and Control Act (IRCA), the selected applicant must verify, within 72 hours of employment, his/her legal right to be employed in the United States.

The Colorado Department of Education is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, creed, color, gender, sexual orientation, national origin, age, religion, political affiliation, organizational membership, veteran's status, disability, or other non-job-related factors. This applies to all employment decisions.

**Broad Scope of Position**: This position provides support to the Office of Competitive Grants and Awards.

### **Minimum Qualifications:**

- Associate's degree from an accredited college or university.
- Minimum three (3) years of administrative support.
- Ability to work collaboratively and cooperatively with others.
- Ability to implement constructive feedback into current work.
- Experience with Microsoft Word, Excel, PowerPoint, and Adobe.
- Facilitation and presentation skills.
- Capability to attend to detail.
- Ability to communicate effectively, both verbally and in writing.
- Knowledge of grants administration.
- Ability and willingness to travel.
- The ability to pass a background check, which includes a motor vehicle records search.

#### **Preferred:**

- Bachelor's degree from an accredited college or university in education.
- Experience in grants administration.
- Project management experience.
- Experience providing professional development.
- Experience working with databases.

## **Major Duties and Responsibilities**:

- A. Coordinate with grant program contacts to create Request for Proposals (RFPs) for grant programs across the CDE both in paper versions and in the egrants system.
- B. Facilitate and coordinate grant reviews for applications initiated through Competitive Grants & Awards. This includes, but is not limited to: soliciting grant requests for grant reviewers (both internal and external); preparing for and facilitating reviews; and preparing applicant review feedback for notification.
- C. Coordinate and facilitate the grant review process including: review preparation, application training, compilation of scores, finalizing review feedback and notifications.
- D. Coordinate efforts across units and ensure consistency in processes and protocols for grant programs.
- E. Maintain the CDE provider services list and documentation of grants administered by the Office of Competitive Grants & Awards.
- F. Serve as a liaison between the CDE and grant awardees.
- G. Provide high level support for the Director of the Office of Competitive Grants & Awards by maintaining calendar, coordinating office meetings, developing official functions, booking travel, ordering supplies, and ensuring high quality services and products.
- H. Other duties as assigned.