



Colorado State University
Fort Collins, CO 80523-5060
(970) 491-6303

POSITION ANNOUNCEMENT

Position Title: Grants Manager

Location: This position is eligible for flexible work arrangements
Duty station: Fort Collins, Colorado

Employment Status: This full-time regular appointment will be a Colorado State University Administrative Professional employee.

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.

Description of the Department/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 Supervises: The Grants Manager directly supervises two permanent employees, and may supervise additional employees as workforce expands to meet agency needs.

Decision Making: The Grants Manager provides assistance and guidance to the Associate Director of Administration, members of the CSFS Leadership Team, and all agency program managers regarding grant processes. When needed, the Grants Manager must prepare analytical reports, presentations, and other guiding materials to inform the Associate Director of Administration, CSFS Leadership Team, and program managers in their decision-making. They must also provide guidance to program managers when problems or violations are detected, assisting them in determining the appropriate course of action.

Applicants are expected to possess demonstrated knowledge of and relevant ability with culturally diverse communities among potential target and constituent populations.

Conditions of Employment:

- Successful applicants must have a valid driver's license or the ability to obtain a driver's license or access to a licensed driver by the employment start date.

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.

Desired 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 Kuali Research (KR) and Kuali 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

Essential Responsibilities and Duties:

Grants Process Oversight (50%)

- 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.

Fiscal Oversight of Grants (35%)

- 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.

Staff supervision (15%)

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.