



DEPARTMENT OF TRANSPORTATION

Agency Grants Coordinator | Up to \$102,165/annually

Are you looking for an exciting opportunity to get your foot in the door with State of Minnesota? If so, come join our team at MnDOT in **St. Paul, MN!**

This position will have the flexibility to telecommute, work a hybrid schedule, or work in the office. The incumbent will be required to complete a telework agreement. The incumbent may be expected to work in the office on occasion.

Our **Agency Indirect Cost Recovery Program Coordinator** position will ensure that the agency applies all applicable federal and state laws, regulations, and policies to its federal, state, and pass-through grants management processes. You will provide agency-wide grants and compliance support, fiscal and technical assistance to granting offices, programs, and districts to ensure they meet all applicable state, federal and agency grants management requirements. The responsibilities for this position include:

- Leading the development of agency-wide grants management procedures, tools, and training curriculum, as well as monitoring and consulting to ensure that all offices, programs, and districts have adequate tools, training, and resources to be successful and compliant in grants management.
- Providing agency-wide ongoing support and assistance to offices, programs and districts when applying for, receiving, utilizing, awarding, administering, monitoring, and closing out grants.
- Updating, improving, and maintaining current grant management process documentation and procedure manuals to ensure compliance with agency-wide grants management objectives.
- Coordinating the development of grant management technology for the agency, including but not limited to, electronic workflow management, eDOCs, CAATS and all other systems applicable to supporting grants management within the agency.

WHY WORK FOR US? Click here to check us out: <https://mn.gov/mmb/careers/why-work-for-us/>

WHAT'S IN IT FOR YOU? We offer excellent employee benefits. Here are some of our amazing benefits:
Health & Wellness: Medical, dental, prescription drug, & vision coverage with affordable dependent coverage; Health & dependent care spending accounts; Employee Assistance Program (EAP), health & well-being resources

Financial Well-Being: Public pension plans, deferred compensation plan & health care savings plan; Life, short & long-term disability, AD&D insurance & paid parental leave

Professional Development: Tuition assistance, employee education, leadership development

Work/Life Balance: Vacation & sick days including 11 paid holidays + 1 floating holiday, leave of absence

At-Work Benefits: Employee Resource Groups, employee recognition, employee activities, fitness center at Central Office

Here are the minimum qualifications:

Two (2) years of advanced professional experience administering complex grant programs demonstrating:

- Experience with Generally Accepted Accounting Principles (GAAP) and internal control principles.
- Experience with state and federal policies and procedures for grants programs
- Experience developing and implementing policies and procedures for grant programs.
- Experience developing and delivering trainings to ensure program compliance with policies and regulations.

- Experience reviewing, approving, and managing grant budgets.

A Master's or Bachelor's degree in accounting, finance, business administration, or a closely related field may substitute for six months of advanced professional experience administering complex grant programs.

APPLY ONLINE BY 7/30/2024 (only applications received on mn.gov/careers will be considered)

1. Go to www.mn.gov/careers & click “**Search Open Positions**”
2. Enter the Job Opening ID “**78138**” in the Keywords search box & click “>>”
3. Click on the Job Title to view the job posting & click “**Apply for Job**”
4. When prompted for your **Referral Source**, please list: **Ellen**

Check out all our exciting MnDOT job opportunities by visiting & applying directly at:

www.dot.state.mn.us/careers/

Contact **Ellen Behrhorst (MnDOT Recruitment Specialist)** for additional information:

Ellen.Behrhorst@state.mn.us | 612.346.8330