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 Grants Coordinator** 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. Additional responsibilities 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 years of advanced professional experience administering grant programs demonstrating:

- Experience managing a grant life cycle from drafting contracts, reviewing contracts and budgets to closing out the grant.
- Experience with Generally Accepted Accounting Principles (GAAP) and/or internal control principles.
- Experience consulting on state and federal grant policies and procedures.
- Experience implementing policies and procedures for grant programs.

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 12/10/2024 (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 **"82126"** 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