



Steve Sisolak
Governor

STATE OF NEVADA

GOVERNOR'S OFFICE OF
SCIENCE, INNOVATION &
TECHNOLOGY

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Brian L. Mitchell
Director

Position Title	Grants Manager
Salary	\$76,895 - \$101,150
Location	Remote
Job Type	Contract
Department	Nevada Governor's Office of Science, Innovation and Technology (OSIT)
Job Number	2021-0003
Closing	Continuous
Contact	Please direct all inquiries to: Debbie Petrelli: dpetrelli@gov.nv.gov

OFFICE OVERVIEW- WHO WE ARE: The Nevada Governor's Office of Science, Innovation and Technology (OSIT) is responsible for coordinating the planning, mapping, and procurement of broadband service in a competitively neutral and nondiscriminatory manner (NRS 223.610). OSIT's primary goal is to achieve universal access to affordable, reliable, scalable broadband service for all Nevadans. OSIT is a small, nimble, entrepreneurial State Agency that functions as an extension of the Governor's Office. See our State Connectivity Strategy [here](#).

It is an exciting time to work in State broadband development. As the State Broadband Office, OSIT is responsible for overseeing an allocation of over \$235 million in federal funding from the American Rescue Plan Act and the Infrastructure Investment and Jobs Act. OSIT also works with stakeholders to apply for federal broadband funding awarded by the Federal Communications Commission and Universal Service Administrative Company, the National Telecommunications and Information Administration, the United States Department of Agriculture, and other federal agencies. Finally, OSIT oversees several State connectivity programs, including grants.

POSITION OVERVIEW- WHO YOU ARE AND WHAT WOULD YOU DO: OSIT seeks candidates with experience and knowledge in grants management. The Grants Manager will report directly to the OSIT Director and support the buildout of new broadband infrastructure statewide. This position is a contract position, and the incumbent will not be a state employee. The position comes with the salary indicated above and benefits are not included. This position will require the incumbent to provide documented proof of full COVID-19 vaccination status or an approved religious or health-related accommodation.

The position would have the following **Responsibilities:**

- Serve as primary point of contact for grantees of the Capital Projects Fund.
- Audit quarterly financial and progress reports.
- Ensure compliance with grant award agreements and federal rules.
- Provide technical assistance to grantees to understand reporting requirements.

- Assist in the grant award process including evaluation preparation, drafting award agreements.
- Compile and produce internal and external data, summaries, reports, statistics, or graphic reports for Governor, Legislative, or federal staff.
- Assists in the creation of Requests for Applications.
- Monitors federal grant rules and regulations and ensures State and grantee compliance.

The successful applicant will possess the following **Qualifications**:

- Strong commitment to OSIT's mission, values, and public service.
- Significant prior experience in grants management, accounting, auditing, and budgeting.
- Ability and willingness to learn technical aspects of telecommunications grant making and management.
- Strong proficiency in Microsoft Office Suite, especially Excel.
- Very strong organizational, time management, and project management skills.
- Deadline driven; ability to work independently and prioritize tasks.
- Strong written and verbal communication skills.
- Strong interpersonal skills needed to grow collaborative relationships with team members and outside stakeholders.
- Experience working in telecommunications a plus.
- Ability and willingness to work some flexible hours, including evenings and weekends.
- Limited travel may be required.
- Valid driver's license.
- US Citizen.

To APPLY: Please email the following to Debbie Petrelli, dpetrelli@gov.nv.gov as separate PDFs

- Resume
- Cover Letter
- 3 professional references