

## POSITION ANNOUNCEMENT

**File Reference:** 2023-10

**Position Title:** Grants Manager

**Location:** Fort Collins, Colorado

**Salary:** \$80,000 - \$85,000, commensurate with experience

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

**Closing Date:** Applications will be accepted until the position is filled; however, applicants should submit all application materials by 11:59pm on May 22, 2023 for full consideration.

**Job 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.

### **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.

To apply and for a complete position announcement, please review the following website:

<http://csfs.colostate.edu/employment/> . CSU is an EO/EA/AA employer and conducts background checks on all final candidates.