

Grant Reporting Manager

Colorado Department of Higher Education

POSTING DATE: September 26, 2022

CLOSING DATE: October 28, 2022

COMPENSATION: \$55,000 - \$65,000/Annually

DESCRIPTION OF JOB:

The Grant Reporting Manager (GRM) is responsible for leading, coordinating, developing, implementing, monitoring, and reviewing all aspects of the state, federal, and COSI monthly, quarterly, and annual reporting. The GRM will lead the data and reporting training and technical assistance for the team and grantees. The GRM is responsible for managing multiple projects and revolving timelines and will compile, review, and analyze all aspects of reporting.

This position is funded through December 2026 with the possibility of transitioning to a permanent position.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The Grant Reporting Manager's responsibilities include, but are not limited to:

Reporting

- Lead the development and management of annual reporting, reporting portal, and annual evaluations. Developing resources and materials, such as data tracking and evaluation tools, needs assessments, reporting policy and reporting templates, and providing training and professional development for grantees and staff.
- Implement and maintain new data reporting and evaluation processes.
- Lead the development and management of annual reporting, reporting portal, and annual evaluations.
- Developing resources and materials, such as data tracking and evaluation tools, needs assessments, reporting policies, and templates.
- Provide training and professional development for grantees and staff.
- Guide, interpret, and synthesize data and annual reports to drive organizational change and overall program improvement.
- Review, verify, and finalize Matching Student Scholarship and Community Partner Program annual reports
- Ensuring data integrity and alignment
- Managing and overseeing data collection and support with infrastructure development needs for COSI
- Guide, interpret, and synthesize data and annual reports to drive organizational change and overall program improvement

- Developing data collection tools, methodology, instruments, and reports to assess the effectiveness of programming delivered by partner organizations
- Works with an external evaluator to develop, review, and finalize reporting.
- Project management and the use of project management tools to organize reporting processes and requirements.

Program Support

- Implement strategies to positively impact key metrics, i.e., graduation rates, student engagement, enrollment, retention, and completion goals.
- Support the team in coordinating and executing grantee symposiums, regional grantee meetings, site visits, webinars and online meetings, social media, website, and communications.
- Build awareness and engage with communities, non-profits, counties, and institutions of higher education of community partner programs and scholarship matching opportunities from the Colorado Opportunity Scholarship Initiative.
- Identify opportunities for improvement and growth within the program.
- Act as a collaborator and active team member, contributing to various projects as necessary throughout the year.
- Coordinate with other divisions of the Colorado Department of Higher Education, including Student Success and Academic Affairs, to ensure stakeholders are aware of all policy, legislative, and other updates that impact students in a timely fashion.
- Think creatively and work collaboratively with COSI leadership and team to launch and drive new initiatives.
- Represent COSI at conferences and events as appropriate
- This position will require travel to community organizations, secondary schools, and institutions across the State, and work will be conducted in public settings.

REQUIRED QUALIFICATIONS:

Skills and Competencies:

- Minimum of four years of professional experience in grant management, with a focus on data collection, reporting, and evaluation.
- Professional commitment to erase racial/ethnic equity gaps and create equity-minded procedures and practices.
- Ability to manage multiple priorities, projects, groups, and activities
- Data management, reporting, and program evaluation
- Knowledge of how to distill and present dense information to various audiences
- Self-starter & self-directed
- Ability to work independently as well as be a team player
- Strong organizational skills and detail-oriented
- Excellent verbal and written communication skills
- Flexible and adaptable with an ability to quickly adapt to new circumstances as they arise and a willingness to embrace new tasks and challenges.
- Proficiency with Microsoft Office applications with a focus on Excel
- Experience working in a remote environment and using virtual tools to support remote work.

- Experience with the use of analytic and data visualization tools.
- Experience with the use of grant management and reporting databases and project management tools.

Education:

- Bachelor's degree in research, policy, education or related field required

APPLICATION PROCEDURES:

To be considered for this position, candidates must possess the minimum qualifications listed above and submit the following: Cover letter and resume. Submit your completed application materials to:

HR@dhe.state.co.us

Or:

Colorado Department of Higher Education
Attention: Human Resources
1600 Broadway, Suite 2200
Denver, Colorado 80202

This position is not governed by the selection process of the classified personnel system and is not part of the classified state personnel system.

Consistent with the State's Universal Policy on Flexible Work Arrangements, CDHE permits Flexible Work Arrangements (FWA) and this role qualifies for FWA participation. However, FWA is evaluated and granted by the appointing authority at their discretion based on business need, the nature and function of the work performed, and employee performance.

Employees of the State of Colorado must be authorized to work in the United States and be residents of Colorado. The Department of Higher Education does not assist with relocation expenses

Application Deadline: Position will remain open until filled. Application review begins immediately and position start is immediate.

Employment is contingent on successful completion of a criminal background check.

The Colorado Department of Higher Education offers benefits for this position which include medical, dental, vision, and life insurance available to the employee and eligible dependents on a cost share basis between employee and the Department. Disability insurance is provided at no cost to the employee. Paid leave time is accrued at 14 hours per month for vacation leave and 10 hours per month for sick leave. There are 11 paid holidays in a calendar year.

Employees of the State of Colorado do not contribute to Social Security, but contribute to Colorado Public Employee Retirement Association (PERA)

The State of Colorado believes that equity, diversity, and inclusion drive our success, and we encourage candidates from all identities, backgrounds, and abilities to apply. The State of Colorado is an equal opportunity employer committed to building inclusive, innovative work environments with employees who reflect our communities and enthusiastically serve them. Therefore, in all aspects of the employment process, we provide employment opportunities to all qualified applicants without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity or expression, pregnancy, medical condition related to pregnancy, creed, ancestry, national origin, marital status, genetic information, or military status (with preference given to military veterans), or any other protected status in accordance with applicable law.

The Colorado Department of Higher Education is committed to the full inclusion of all qualified individuals. As part of this commitment, our agency will assist individuals who have a disability with any reasonable accommodation requests related to employment, including completing the application process, interviewing, completing any pre-employment testing, participating in the employee selection process, and/or to perform essential job functions where the requested accommodation does not impose an undue hardship. If you have a disability and require reasonable accommodation to ensure you have a positive experience applying or interviewing for this position, please direct your inquiries to our Human Resource Director, Cindy Langan, at HR@dhe.state.co.us or call 720.264.8575.