



COLORADO HISTORICAL SOCIETY

External Announcement – Non-classified Employment Opportunity

Job Title: Director of Grant Projects

Position Number: 08065

Job Location: Downtown Denver (1300 Broadway)

Salary: \$3,917.00 to \$4,405.00 per month (The salary offered is usually the minimum listed, however, a salary above the minimum may be offered for some hard to fill positions.)

Release Date: December 30, 2009

Apply By: January 14, 2010

Employment Type: Full Time. This is a limited term appointment ending June 30, 2011.

Class Code: 124800

Information about the Job:

If you are considering a career opportunity with the goal of making a difference, consider joining the dedicated people in the Museum Operations Division of the Colorado Historical Society (CHS). Our professionals aspire to engage people in our State's heritage through collecting, preserving, and discovering the past in order to educate and provide perspectives for the future. Convenient location to downtown shopping and restaurants plus cultural facilities in the Golden Triangle. In addition to a great location and rewarding, meaningful work, we offer:

- ✓ Affordable ECO Pass program for convenient commuting on RTD buses and light rail
- ✓ Your choice of one of two strong, secure, yet flexible [retirement benefits](#) including PERA Defined Benefit Plan or the PERA Defined Contribution Plan
- ✓ [Medical and dental health plans](#)
- ✓ Paid life insurance plan plus additional optional coverage
- ✓ Free Short-term disability coverage plus optional long term disability
- ✓ 10 paid holidays per year plus paid opportunities to volunteer in the community
- ✓ Generous paid vacation and sick leave benefits
- ✓ Excellent work-life programs, such as flexible schedules, training opportunities and more

CHS has a strong commitment to diversity and cultural competence. We welcome responses from people of diverse backgrounds and abilities.

BROAD SCOPE OF POSITION

The Director of Grant Projects position exists to develop and implement a comprehensive, cohesive and effective grants program for History Colorado, the Colorado Historical Society. The Director of Grants Projects will work with management to develop annual budgets based upon an achievable mix of earned, appropriated and contributed support; will identify and establish relationships with local and national granting agencies and foundations; and, will develop the systems and structures that ensure the institution is strategically pursuing and securing grant funding, monitoring grants expenditures and submitting accurate, timely reports.

Grant administration requires an annual grant application pursuant to federal, state, local and/or private regulations and periodic reporting on deliverables, certifications, planning, review and compliance, monitoring and other activities. The Director of Grant Projects is critical to the success of many grant-funded training, outreach, education and service programs. By contributing to the successful completion of a grant project, a competent director will enhance the Colorado Historical Society's ability to accomplish its goals and objectives. This is a full-time, non-classified position exempt from the Federal Labor Standards Act, reporting to the Chief Operating Officer, serving at the pleasure of the Board of Directors. This position has been exempted from the State Personnel System.

DUTIES AND RESPONSIBILITIES

Researches grant opportunities, oversees development of annual grants calendar and participates in annual organizational budgeting.

- Identifies program priorities, researches grant opportunities and plans annual grants calendar.
- Develops thorough understanding of grant program requirements, matching fund requirements and schedules.
- Establishes relationships with officers from State, Federal and private granting organizations.
- Works with management to develop annual budgets based upon an achievable mix of appropriated and contributed support, ensuring that match monies are identified.

Develops systems to coordinate grant proposal submissions and oversees proposal development and submission.

- Works with management and program directors to connect projects with appropriate grants programs.
- Develops and oversees approval system to ensure that the strategic and effective implementation of the grants program and the individual vetting and approval of specific proposals in advance of their development.
- Works with program managers to develop thorough, persuasive and timely grant proposals.
- Coordinates efforts between Divisions when appropriate.
- Assists in proposal and budget development, ensuring that organizational matching dollars are available.
- Assembles supporting materials, including financial reports, insurance documents, facilities reports, statements of qualifications, staff and board lists and other regularly requested documents.
- Ensures timely delivery to granting agency.

Monitor the progress of the project through scheduled meetings with project staff and participants; ensures accurate and timely reports

- Monitors the status and budgets of multiple grants-sponsored projects.
- Works with the Foundation and Finance to develop and implement financial reporting systems that effectively assist program managers in monitoring and managing project budgets.
- Develops and maintains reporting schedules and ensures accurate, timely financial and status reports to granting agencies according to their requirements.

Report progress regularly to the principal division director, chief operating officer, and chief financial officer.

- Maintains and publishes monthly grants calendars, detailing the status of all proposals.
- Works with management to adjust strategy when necessary, to identify and resolve conflicting priorities and to address organizational issues affecting grants schedules, systems and structures.
- Supervises staff as appropriate.

Provide technical expertise, consultation and problem-solving expertise to project personnel and activities as needed.

QUALIFICATIONS:

This position requires a bachelor's degree and a minimum of two years of experience managing grants or sponsored programs, with preference to grants management, research, writing, teaching, interpretation, or other demonstrable professional activity with an academic institution, historic organization or agency, museum, or other professional institution.

Demonstrated superior writing skills, strong interpersonal and team building abilities, effective problem solving, and successful negotiating skills are essential.

HIGHLY DESIRABLE:

Master's degree is preferred. Expectation that the position will keep abreast of new statutory and regulatory developments and pursue continuing education. Demonstrated exceptional communication skills due to frequent customer and public contact by telephone, email and in person.

TRAVEL:

Must be able to travel independently on official travel throughout the state, to include out-of-town overnight stays. Travel may be necessary in a variety of weather conditions. There may be out of state travel required as well.

Special Necessary Requirements:

A condition of employment is the successful completion of a background check. A valid Colorado driver's license must be obtained within three months of accepting this position and must be maintained throughout the term of employment.

To Apply for this Position:

Submit a letter of application, resume, and a list of three professional references which must be received by 4:00 p.m. on above listed "Apply By" date to:

Position # 08065
Human Resources Office
Colorado Historical Society
1300 Broadway
Denver, CO 80203

Be certain to address how your education and experience relates to the qualifications listed above. Late or incomplete packets will not be considered. Please note that the application materials will not be returned. E-mailed and faxed applications will not be accepted. Applicants will be notified as to status. This position is eligible for benefits. Please note that a copy of a

college transcript will be required prior to extending an offer of employment, and should be included with your application materials if a degree is required by the “Qualifications” listed above.

Applicants, who wish to qualify based on education completed outside the United States, must be deemed equivalent to higher education programs of U.S. institutions by an organization that specializes in the interpretation of foreign educational credentials. This documentation is the responsibility of the applicant and should be included as part of your application materials. NOTE: The Colorado Historical Society does not recognize academic degrees from schools that are not accredited by an accrediting institution recognized by the United States Department of Education. Any applicant falsely claiming an academic degree from an accredited school will be subject to actions ranging from disqualification from employment consideration to removal from employment at the Colorado Historical Society.

*To request ADA accommodation for an interview or in testing for an examination, contact: Human Resources, Colorado Historical Society, 1300 Broadway, Denver, Colorado, 80203 or by phone at (303) 866-2136. The Colorado Historical Society is aware and compliant of the Colorado Address Confidentiality Program. If you are enrolled in the ACP, please notify us **at the time of application** by providing a current and valid ACP card.*

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

THE CHS WELCOMES APPLICATIONS FROM PEOPLE WITH DISABILITIES.