



The Minnesota Board of Water and Soil Resources (BWSR) is the state of Minnesota's soil and water conservation agency. BWSR works with partners to prevent sediment and nutrients from entering our lakes, rivers, and streams; enhance fish and wildlife habitat; improve soil health and protect wetlands. The 20-member board consists of representatives of local and state government agencies and citizens.

## Job Details

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### **Working Title: Grants Specialist Sr Job Class: Grants Specialist Senior Agency: Board of Water & Soil Resources**

- **Job ID:** 80630
- **TWO POSITIONS OPEN**
- **Location:** Various
- **Hybrid Eligible:** Yes
- **Full/Part Time:** Full-Time
- **Regular/Temporary:** Unlimited
- **Who May Apply:** Open to all qualified job seekers
- **Date Posted:** 10/07/2024
- **Closing Date:** 10/28/2024
- **Hiring Agency/Seniority Unit:** board of Water & Soil Resources / MAPE
- **Division/Unit:** BWSR / Regional Ops
- **Work Shift/Work Hours:** Day Shift
- **Days of Work:** Monday - Friday
- **Travel Required:** Yes - Est. 10%
- **Salary Range:** \$29.78 - \$43.82 / hourly; \$62,180 - \$91,496 / annually
- **Classified Status:** Classified
- **Bargaining Unit/Union:** 214 - MN Assoc of Professional Empl/MAPE
- **FLSA Status:** Nonexempt
- **Supervisor:** [Adam Beilke](#)
- [Designated in Connect 700 Program for Applicants with Disabilities:](#) Yes

### **The work you'll do is more than just a job.**

At the State of Minnesota, employees play a critical role in developing policies, providing essential services, and working to improve the well-being and quality of life for all Minnesotans. The State of Minnesota is committed to equity and inclusion, and invests in employees by providing benefits, support resources, and training and development opportunities.

## Job Summary

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The position(s) will provide professional administration to the Board of Water & Soil Resources grant programs specifically for Minnesota Tribal governments and non-governmental organizations. The incumbent will implement these programs in a manner consistent with applicable state laws and requirements from the Department of Administration's Office of Grants Management and the Department of Management and Budget Capital policies and procedures. Primary responsibilities include grant monetary management and administration, implementing grant/program policies and procedures, and providing high levels of customer service and technical assistance for internal and external customers. The position(s) will communicate available Request for Proposals, approve grant work plans and budgets, monitor grantees, and provide technical guidance to grantees who may be new to working with our agency and need extra technical assistance and support in understanding and complying with grant requirements. In addition, the position(s) will have the opportunity to lead the development of agency grant programs that are focused on expanding our partnership with Tribal governments

## Qualifications

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### Minimum Qualifications

- Bachelor's degree in public policy, business administration/management, accounting, nonprofit management, natural resources management/planning, or related field; AND two (2) years of experience in grants management or grants compliance.

OR

- Associate degree in public policy, business administration/management, accounting, nonprofit management, natural resources management/planning, or related field; AND three (3) years of experience in grants management or grants compliance.

OR

5 (five) + years of experience in grants management or grants compliance.

- Knowledge and understanding of the principles of grants administration or grants management from pre-award through grant close-out.
- Knowledge of generally accepted accounting principles and basic grant financial practices and procedures.
- Experience developing, conducting, and/or facilitating trainings and educational presentations.
- Experience working with state or federal grant programs.
- Strong demonstrable written and verbal communication skills sufficient to establish working relationships and make presentations to groups.

### Preferred Qualifications

- Advanced degree in public policy, business administration/management, accounting, nonprofit management, natural resources management/planning, or related field.
- Knowledge of Minnesota's Legacy grant requirements and the Minnesota Department of Administration's Office of Grants Management policies.
- Experience with eLINK or other grants management software.
- Exceptional interpersonal skills and the ability to work collaboratively with colleagues and stakeholders.

- Experience working with culturally diverse groups and organizations in grants management.
- Experience drafting, publishing, and managing grant Request for Proposals.
- Experience applying internal control principles.
- Experience working with non-governmental organizations and/or Tribal governments, specifically with grants management and/or grants compliance.

## Physical Requirements

Requires occasional moving of articles such as boxes, accounting records, laptop computer, and portable printer.

## Additional Requirements

This position requires an unrestricted Class D Driver's License with a clear driving record.

It is policy of the Board of Water and Soil Resources that all candidates submit to a background check prior to employment. The background check may consist of the following components:

1. Employment Reference Check
2. SEMA4 Records Check
3. Criminal History Check
4. Driver's License DMV check
5. Conflict of Interest Review
6. Education/License Verification

## Application Details

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### How to Apply

Select "Apply for Job" at the top of this page. If you have questions about applying for jobs, contact the Careers Help Desk at [651-259-3637](tel:651-259-3637) or email [careers@state.mn.us](mailto:careers@state.mn.us). For additional information about the application process, go to <http://www.mn.gov/careers>.

### Contact

If you have questions about this position, contact Adam Beilke at [adam.beilke@state.mn.us](mailto:adam.beilke@state.mn.us) or [507-206-2892](tel:507-206-2892).

To receive consideration as a Connect 700 Program applicant, apply online, email the Job ID#, the Working Title and your valid Proof of Eligibility Certificate by the closing date to Patricia Sweep at [patricia.sweep@state.mn.us](mailto:patricia.sweep@state.mn.us).

### Working together to improve the state we love.

What do Minnesota's State employees have in common?

- A sense of purpose in their work
- Connection with their coworkers and communities
- Opportunities for personal and professional growth

### Benefits

As an employee, you'll have access to one of the most affordable health insurance plans in Minnesota, along with other benefits to help you and your family be well.

**Your benefits may include:**

- Paid vacation and sick leave
- 12 paid holidays each year
- Low-cost medical, dental, vision, and prescription drug plans
  - Fertility care, including IVF
  - Diabetes care
  - Dental and orthodontic care for adults and children
- 6 weeks paid leave for parents of newborn or newly adopted children
- Pension plan that provides income when you retire (after working at least three years)
- Employer paid life insurance to provide support for your family in the event of death
- Short-term and long-term disability insurance that can provide income if you are unable to work due to illness or injury
- Tax-free expense accounts for health, dental, and dependent care
- Resources that provide support and promote physical, emotional, social, and financial well-being

**Support to help you reach your career goals:**

- Training, classes, and professional development
- Federal Public Service Loan Forgiveness Program (Some positions may qualify for the Public Service Loan Forgiveness Program. For more information, visit the Federal Student Aid website at [studentaid.gov](https://studentaid.gov))

**Employee Assistance Program (EAP) for work/life support:**

- A voluntary confidential program that helps employees and their families with life challenges that may impact overall health, personal well-being, or job performance
- Common sources of stress can be addressed through the EAP: mental health, relationship challenges (personal and work), grief and loss, finances, and legal issues
- Daily Living/Convenience Services: Chore services, home repair, trip planning, child/elder care

**Programs, resources and benefits eligibility varies** based on type of employment, agency, funding availability, union/collective bargaining agreement, location, and length of service with the State of Minnesota.

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## **EQUAL OPPORTUNITY EMPLOYERS**

Minnesota state agencies are equal opportunity, affirmative action, and veteran-friendly employers. State agencies are committed to creating a workforce that reflects the diversity of the state and strongly encourages persons of color and Indigenous communities, members of the LGBTQIA2S+ community, individuals with disabilities, women, and veterans to apply. The varied experiences and perspectives of employees strengthen the work we do together and our ability to best serve Minnesotans.

All qualified applicants will receive consideration for employment without regard to race, color, creed, religion, national origin, sex (including pregnancy, childbirth, and disabilities related to pregnancy or childbirth), gender identity, gender expression, marital status, familial status, age, sexual orientation, status regarding public assistance, disability, veteran status or activity in a local Human Rights Commission or any other characteristic protected by law.

## **APPLICANTS WITH DISABILITIES**

Minnesota state agencies make reasonable accommodations to their employees and applicants with disabilities. If you have a disability and need assistance in searching or applying for jobs with the State of Minnesota, call the Careers Help Desk at [651-259-3637](tel:651-259-3637) or email [careers@state.mn.us](mailto:careers@state.mn.us) and let us know the support you need.