

**NEW JERSEY DEPARTMENT OF STATE
P.O. BOX 459, TRENTON, NJ 08625**

NOTICE OF JOB VACANCY

ISSUE DATE: September 30, 2022

CLOSING DATE: October 13, 2022

OPEN TO: State Employees

SALARY: \$79,848.66 - \$113,786.94

DIVISION: Division of Elections

POSTING # STA-2022-052

TITLE: Grants Manager

Location: Trenton, NJ

DEFINITION: Under direction of an administrative officer, is responsible for the handling of all federal and private state grants within a department and the development of methods and means to secure new funds for proposed programs; does related work as required for the entire division of election, such as assisting with petitions, voter registration paperwork, OPRA Request, etc.

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE: Four (4) years of experience in the coordination of grant funding in a public or private organization including basic experience in the operation and procedures normally associated with federally funded grants and demonstration projects.

NOTE: Applicants who do not meet the above education requirement may substitute additional experience as indicated on a year-for-year basis.

LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the duties of the position.

RESIDENCY LAW: Pursuant to N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the "New Jersey First Act," which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey. New Jersey State employees hired prior to September 1, 2011 who transfer from within the Executive Branch or from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

AUTHORIZATION TO WORK: Selected candidate must be authorized to work in the U.S. According to Department of Homeland Security, U.S. Citizenship and Immigration Services regulations.

APPLICANT INFORMATION: Applicants should submit a cover letter with announcement #2022-052 in the subject line, resume, employment application and final, unofficial college transcripts which indicate the date your degree was awarded and type of degree earned. (employment application can be found here - <https://www.nj.gov/state/assets/pdf/employment/hr-application.pdf>) by close of business (5:00 p.m.) on the closing date (October 13, 2022) to Employment.Recruiter@sos.nj.gov

The New Jersey Department of State is an Equal Opportunity Employer