



GRANTS MANAGEMENT SPECIALIST

Southwest Border Regional Commission (SBRC)

Overview

The Southwest Border Regional Commission (SBRC) is a federal-state partnership created to drive economic development, infrastructure improvement, and poverty reduction across the 103 counties of the U.S.-Mexico border region.

As a Grant Management Specialist, you will serve as a key member of the SBRC grants team. You will be responsible for the professional oversight, administration and support of the Commission's Economic and Infrastructure Development (EID) Grant Program, Assistance Listing 90.900. This is a non-federal position; the incumbent is an employee of the Commission, not the United States Government

Duty Location: Las Cruces, New Mexico, & Laredo, Texas

Salary: \$60,000 – \$65,000

Appointment Type: Permanent, Full-Time

Telework: Not Authorized

Travel: Occasional (Up to 10%)

POSITION SUMMARY

This position serves as a Grants Management Specialist responsible for administration and oversight of federal economic development and infrastructure grant programs under the Southwest Border Regional Commission (SBRC) Economic and Infrastructure Development (EID) Grant Program (Assistance Listing 90.900). The incumbent performs full lifecycle grants management functions to ensure federal funds are awarded, monitored, and closed out in compliance with statutory authorities (40 U.S.C. §15101–15902), 2 CFR Part 200 (Uniform Guidance), and SBRC program policies.

MAJOR DUTIES

- Administer discretionary project grants supporting economic development and infrastructure projects across SBRC's service region.
- Along with SBRC's Grants Team conducts pre-award review of applications to ensure eligibility, completeness, and alignment with the SBRC's statutory authority, the SBRC's Five-Year Strategic Plan and Member State's Economic and Infrastructure Development Plans.
- Analyze proposed project budgets for allowability, allocability, reasonableness, and compliance with 2 CFR 200, Subpart E (Cost Principles).
- Prepare Notices of Award, grant agreements, amendments, and official correspondence.
- Monitor post-award financial and performance reporting, including review of SF-425 Federal Financial Reports and SF-PPR performance reports.
- Track grant expenditures and ensure total federal participation does not exceed statutory limits (maximum 80% of total project cost).
- Provide technical assistance to state, local, tribal, and nonprofit recipients regarding grant administration requirements.
- Ensure compliance with audit requirements under 2 CFR 200, Subpart F, and coordinate resolution of findings when applicable.
- Maintain official grant files and documentation in accordance with federal records management requirements, and SBRC's grants management system.
- Support grant closeout activities, including final financial reconciliation and GPRA reporting.
- Compiles information on the economic and social impacts of grant funded projects for reports.

QUALIFICATIONS

To qualify, applicants must possess one (1) year of specialized experience equivalent, that includes:

- Assisting in the administration of federal grants or cooperative agreements;
- Reviewing grant applications or award documentation for compliance with federal regulations;
- Supporting budget review and financial analysis for federal assistance awards;
- Monitoring expenditures and performance reporting for grant recipients;
- Applying provisions of 2 CFR Part 200 (Uniform Guidance) to routine grants management activities.
- Consideration will also be given to applicants with at least three years of experience as a grants manager for a federal grantee.

Education may be substituted for experience. Two full years of progressively higher-level graduate education or a master's degree in public administration, business administration, economics, finance, or related field may qualify.

CONDITIONS OF EMPLOYMENT

- U.S. Citizenship required.
- Background investigation required.
- Must meet all qualification requirements by the closing date of the announcement.
- Position is not eligible for telework.

EVALUATION CRITERIA

- Knowledge of federal grants lifecycle management (pre-award through closeout).
- Knowledge of economic development and infrastructure grant programs.
- Ability to interpret and apply 2 CFR Part 200 regulations.
- Financial analysis and budget review skills.
- Written communication and attention to detail.

EQUAL EMPLOYMENT OPPORTUNITY

The Southwest Border Regional Commission is an Equal Opportunity Employer. All qualified applicants will receive consideration without regard to race, color, religion, sex, national origin, disability, age, genetic information, or any other protected status.

If you require any assistance or accommodation due to a disability, please contact Gabriela Morales Executive Director at Gabriela.Morales@sbrc.gov

TO APPLY

Please email your resume, and a cover letter outlining your relevant job experience to info@sbrc.gov. Please title the email Grants Management Specialist Application – Your Name – Location.