



STATE OF COLORADO  
invites applications for the position of:  
**Senior Program Manager**  
This position is open only to Colorado state residents.

**CLASS TITLE:** NON-CLASSIFIED

**LOCATION:** Denver Metro, Colorado

**PRIMARY PHYSICAL WORK ADDRESS:** 1625 Broadway, Suite 2700, Denver, CO 80202

**SALARY:** \$4,583.33 - \$6,250.00 Monthly

**OPENING DATE:** 06/27/18

**CLOSING DATE:** 07/31/18 11:59 PM

**JOB TYPE:** Full Time

**DEPARTMENT INFORMATION:**

**Do you have a passion for the State of Colorado and our economic success? The Business Funding and Incentives (BF&I) Division within The Colorado Office of Economic Development and International Trade (OEDIT) is seeking a talented Senior Program Manager to join our team.**

OEDIT works with statewide partners to create a positive business climate that encourages dynamic economic development and sustainable job growth for Colorado. The mission of this position is to drive job growth across the state by helping to develop, manage and execute business funding and incentive programs.

Successful candidates will possess at least 7 years of professional level experience in: financial and/or accounting roles and a bachelor's degree in accounting, business administration, finance, public administration, statistics, or closely related field. Finance related credentials such as an MBA, CPA, MS Finance are preferred.

**DESCRIPTION OF JOB:**

This position manages all aspects of several BF&I Division programs including contracting, overseeing funding and financial operations, vendor management, staffing a state authority, policy and program strategy, marketing and communications and other areas. This position is a key contact for the public and program applicants to answer questions and to guide through processes.

Specific duties include:

- Prepare and track financials and budgets and ensure financial transactions and funding occurs on a timely basis.
- Take a strong fiduciary perspective in designing and implementing program processes, procedures and controls
- Prepare, negotiate and track reporting on contracts with vendors and collaborate with legal, procurement and board members to ensure approval and execution.
- Support decision-making boards, prepare meeting materials.
- Work closely with vendors to monitor their performance and align their execution with state priorities.
- Ensure all aspects of program operations are functioning smoothly and resolve problems, difficulties and disagreements.
- Interact with the general public and applicants to answer questions on eligibility and process. Develop program communication tools and collateral to market programs.
- Support legislative and budgeting processes involving the programs.
- Create program strategies, policies, guidelines and procedures to optimize performance and align programs with OEDIT and gubernatorial priorities.
- Assess and analyze policies in the context of political, social, economic, and environmental climates to formulate initiatives. Advise management on recommended budgetary and public policy responses for new and changing programs. Interpretation of program statutes in order to develop and implement program policies, processes, guidelines, and applications
- Create and track program metrics and perform program analysis and evaluation. Coordinate collection and validation of data. Work with databases.
- Special Assignments. Takes on other assignments and special projects per direction from Division Director.

## COMPETENCIES

- Personal Integrity and strong fiduciary attitude
- Self-starter, able to figure out how to proceed in complex areas and exercise good judgment in resolving issues.
- Strong financial skills, knowledge of accounting, experience with financial transactions and creating procedures and controls.
- Ability to perform financial analysis, evaluate NPVs, create financial records, support audit processes.
- Collaboration - Professional, enthusiastic, positive attitude, able to collaborate, communicate and cooperate with multiple cross functional partners inside OEDIT. Execute good judgment and acumen in solving problems and escalating issues to senior management. Builds strong working relationships and responds to the needs of partners and stakeholders.
- Modeling and Analytical Skills – Strong business and economic analysis and reporting skills. Experience with financial statements, reporting metrics and budgeting.
- Organizational and Administrative Skills - Supports multiple complex projects with attention to detail and accuracy.
- Written and Oral Communication Skills - Ability to draft clear and concise written summaries describing projects, requests and recommendations. Good communicator with co-workers, customers and stakeholders. Approachable, flexible, uses tact and diplomacy but able to draw firm boundaries where required.
- Passion for OEDIT's Mission and the State of Colorado

- Flexibility – Willingness to take on other, new, related duties and special projects as required by the Deputy Director of BF&I. Able to balance multiple simultaneous competing priorities. Able to adjust to new priorities and changing requirements and processes.
- Experience with or willingness to learn federal and state government regulations, procurement and contracting policies and other administrative processes.

**MINIMUM QUALIFICATIONS, SUBSTITUTIONS, CONDITIONS OF EMPLOYMENT & APPEAL RIGHTS:**

**EDUCATIONAL, EXPERIENCE AND SKILLS REQUIREMENTS**

- Graduation from an accredited college or university with a bachelor's degree in accounting, business administration, finance, public administration, statistics, or closely related field.
- Other finance related credentials preferred: MBA, CPA, MS Finance, etc.
- At least (7) years of professional level experience in: financial and/or accounting roles.
- Experience in program implementation in the public or non-profit sector
- Expert Excel skills required including ability to design, construct, and modify complex pivot tables and financial models and use advanced data analysis functions in Excel.
- MS Word and PowerPoint proficiency required.
- Experience with Salesforce is a plus.

**HOW TO APPLY:** Online applications will not be accepted. Please follow instructions on the job announcement for submitting an application.

**IF NOT APPLYING ON-LINE, SUBMIT APPLICATION TO:**

Applicants should submit a cover letter, resume, and references in one document to The Office of Economic Development and International Trade by e-mail at [oedit.info@state.co.us](mailto:oedit.info@state.co.us) with the subject line "Senior Program Manager " by July 31, 2018. Due to the large volume of resumes we receive, we do not acknowledge receipt of each resume and are unable to give status updates. If a strong match is found between your qualifications and the requirements of the position, a member of the recruiting staff will contact you to further discuss the career opportunity.

**DEPARTMENT CONTACT INFORMATION:**

[oedit.info@state.co.us](mailto:oedit.info@state.co.us)

**METHODS OF APPOINTMENT:** Appointment to the vacancy or vacancies represented by this announcement is expected to be from the eligible list created. However, at the discretion of the appointing authority, the position(s) may be filled by another method of appointment for a valid articulated business reason.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.colorado.gov/jobs>

Position #srpm06.28.2018  
SENIOR PROGRAM MANAGER  
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THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

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