

# Amanda Grant



## SUMMARY

Dedicated strategic analyst and program manager with 12+ years of high-level government experience. Expert in strategic planning, organizational leadership and program administration. Goal-oriented with an ability to meet long-term goals through daily organization. Dedicated to excellent customer service, client satisfaction and team communication.

## EXPERIENCE

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### *EL PASO COUNTY | COLORADO SPRINGS, CO*

September 2021 -  
Present

#### 40 hours/wk **Project Manager**

- Design and implement County level grant program to disperse \$149,000,000 in American Rescue Plan Act (ARPA) funding received from the Federal government. Determine prioritization for spending, grant criteria, program criteria and oversee all aspects of the developed programs.
- Manage Federal grant requirements while meeting the needs of the County. Ensure accurate use of dollars in compliance with the Uniform Code, Treasury guidance and local government best practices.
- Monitor all projects and grants funded with ARPA dollars for compliance and provide monitoring and oversight to funded programs.
- Serve as the subject matter expert for El Paso County on all ARPA legislation, grant programs, subrecipient requirements and Treasury reporting guidance.
- Prepare and present programmatic data at local, State and National level for county program details and expenditures related to ARPA.
- Create and manage grant programs to address identified community needs. Partner with community organizations to fill gaps in service to community members.

### *COLORADO DEPARTMENT OF CORRECTIONS | COLORADO SPRINGS, CO*

July 2019 -  
September 2021

#### 40 hours/wk **Strategic Planner / Change Manager**

- Serves as the Subject Matter Expert for legislatively mandated strategic planning and data reporting. Provides oversight and direction in the area of performance planning and process improvement for the agency. Determines annual outcome-based performance measures, strategies and metrics to be implemented. Collects, tracks and reports metrics to the Governor's operation team, the Office of State Budgeting and Planning (OSPB) and the general public.
- Researches trends to enhance and improve the organizational performance and efficiencies and delivers training using dynamic and experiential methods of learning to solidify best practices and manage change throughout the agency.
- Collaborates with senior executive staff to determine and establish strategies and objectives within identified practices that are realistic, achievable and align with the State's overall performance objectives. Provides oversight for the day-to-day implementation of projects to ensure seamless integration in the agency's business strategy.
- Develops policy recommendations for how strategic planning integrates with staffing analyses and implements innovative approaches for analyzing the current and future strategic planning initiatives.
- Creates annual strategic plan for the agency and updates the progress on a monthly and quarterly basis, adjusting benchmarks and methodology as deemed necessary. The performance plan is the guiding document for the agency policies, budget requests and resource allocations and is disseminated to the agency, Governor's office, Office of State Budgeting and the general public via posting to the external website.

- Interprets policy and legislation through the agency lens and determines an action plan that ensures compliance while aligning with agency goals.

Sept 2012 -  
July 2019

40 hours/wk      **Executive Assistant/Policy Liaison**

- Performed special projects requiring professional and technical knowledge by compiling statistics, data, and preparing reports for presentation to Executive Staff and other outside agencies. Reviewed, analyzed, and created reports for legislative agencies; analyzed, researched, investigated and routed correspondence from staff, general public and other government agencies. Designed and implemented forms; revised or created letters, memos, and charts; modified strategic plan and budget documents to ensure timely responses. Verified accuracy of reports and other information; maintain continuity on budget and expense reporting functions. Coordinated collection of information and drafted various legal documents relative to court discoveries, depositions, affidavits, and interrogatories at the discretion of the director.
- Acted as the staff resource coordinator by interpreting and implementing policies and procedures. Maintained systemized processes to ensure performance plans, performance improvement plans, reviews and evaluations were tracked on a computer database and completed by the due dates established by DOC Human Resources. Coordinated processes relating to various personnel actions. Developed and maintained a training database and calendar to ensure compliance with annual training requirements were met timely. Reviewed annual training and recommended updates to concur with current best practices.
- Reviewed policy for updates/changes and wrote new policy in response to legislation changes, practice changes or programming needs. Ensured all policies were in line with State and Federal laws, as well as, best industry practices.

## **VOLUNTEER**

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March 2022-

Present      **Parliamentarian**

*MOUNTAIN POST SANTA'S WORKSHOP*

- Serve as board member for a non-profit that provides gifts to military children during the holidays.
- Ensures proper rules and procedures are followed
- Fund raising, distribution, inventory and data analysis

May 2018-

June 2020      **AWANA Leader**

*MOUNTAIN SPRINGS CHURCH*

- Plan and direct youth services that include games, worship and study in compliance with the AWANA mission and vision.

June 2013-

October 2013

**International Corrections and Prisons Association**

*COLORADO CONFERENCE*

- Planned, organized and executed international week-long conference with over 500 corrections professionals from 70 countries.
- Determined keynote speakers, agenda and workshop schedule.
- Ensured all events were culturally sensitive and provided well rounded training for each country represented.

September 2012-

July 2019      **Executive Employee Council**

*COLORADO DEPARTMENT OF CORRECTIONS*

- Organized events aimed at community engagement such as trunk or treat, school supply drives, volunteer days at Care and Share, etc.
- Collaborated with sister agencies to meet the needs of the community by supporting homeless and underserved populations.
- Planned, directed and oversaw employee appreciation events to increase the morale of over 6,000 staff.

June 2007-

March 2011 **FRG Leader**

526 BSB - FORT CAMPBELL, KY

- Organized family readiness activities during multiple deployments.
- Provided training and guidance to new spouses on etiquette and policies.
- Acclimated new families to installation and provided information on available resources.

## EDUCATION

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May 2024

**Masters**

CSU

- Major: MBA – Organizational Leadership

July 2021

**Bachelor of Science**

CSU

- Major: Organizational Leadership – Project Management

May 2006

**Associate of Applied Science**

PUEBLO COMMUNITY COLLEGE | PUEBLO, CO

- Major: Business Technologies

### Certifications:

- Lean Foundation Principles – Acuity Institute
- Change Management Professional – Acuity Institute
- Professional Scrum Master I
- Agile Management

## SKILLS

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|----------------------------------|---------------------------|
| ● Organizational Change          | ● Strategic planning      |
| ● Policy writing                 | ● Business writing        |
| ● Training development           | ● Business administration |
| ● Report writing                 | ● Process Improvement     |
| ● Excellent communication skills | ● Process mapping         |
| ● Data tracking                  | ● Cultural inclusivity    |
| ● Scrum/Agile                    | ● Research                |
| ● SAM.gov                        | ● Grant Management        |