

GRANTS ADMINISTRATOR

Req #: 22550
Department: LIFE SCIENCES DISCOVERY FUND
Job Location: Seattle, WA
Posting Date: 07/27/2007
Closing Info: Open Until Filled
Salary: Commensurate with qualifications

The Life Sciences Discovery Fund (LSDF) www.lsdfa.org has an outstanding opportunity for an experienced grants administrator to help shape the organization during its start up phase. The LSDF supports innovative research in Washington State to promote life sciences competitiveness, enhance economic vitality, and improve health and health care. The LSDF is a Washington State agency that functions like a foundation, making grants to eligible Washington non profit institutions, organizations and agencies. It is governed by an 11 member Board of Trustees.

The LSDF Grants Administrator will manage aspects of a grants portfolio of approximately \$35 million dollars per year and will be responsible for information management regarding LSDF's grant administration processes: from proposal development and integration into an on-line application system; to peer review and public records disclosure; to award disbursement, follow-up reporting and completion of the grant. The Grants Administrator will report to the LSDF Director of Programs and will work with the program team to ensure the successful implementation and management of each grant.

A vital component of LSDF will be reporting to the State the scientific, health and economic impacts of grants awarded. Consequently, careful tracking, evaluating and reporting of program outcomes will be required by means of ongoing, effective communications with grant recipients. This position must ensure that all required grant administration records are created and properly maintained.

Responsibilities Include:

Grant Administration Procedures: Developing clear, concise grants administration procedures for grantees and staff, ensuring that procedures support LSDF goals and meet legal requirements; and developing, in consultation with legal counsel, grant award contracts between the LSDF and grantee organizations.

Grant Administration: Maintaining responsibility for the administration of the LSDF's grant awards; ensuring that each grant is successfully awarded and disbursed and that the grantees meet the grant agreement requirements; overseeing grant making practices, files and databases, including tracking all grant requests from the letter of inquiry stage, through the award distribution, and to the completion of the grant process; and ensuring that grantees are providing the required reports and information to remain in compliance with the grant agreement.

Database and On-Line Systems Management: Manage electronic systems that support the granting process. Manage database containing all LSDF grant application information, financial information and progress reports. Manage on-line grant application system for all grant competitions. Oversight of commercial database and on-line system vendor to maintain electronic systems and adapt as needed to support LSDF granting programs. Organize and

produce customized database reports as need for LSDF analysis. Train other staff on database system as needed.

Reporting and Compliance: Managing and maintaining accurate record-keeping and data management for all grants made; ensuring compliance with state and IRS regulations and LSDF requirements for all grant administration policies and procedures; and working closely with other LSDF staff in reporting to the Board on the status of LSDF programs, including economic impact reports.

Requirements:

Bachelor's degree and five years experience in grant making or grants administration; or an equivalent combination of education and experience.

The ideal applicant will have a background that demonstrates the following:

- ability to design and implement effective workflow processes and procedures;
- skill in formulating and implementing grant management procedures;
- experience in managing database systems, including customization and report management (programming skills are not required);
- experience researching, developing and managing performance based contracts, grants or cooperative agreements;
- experience within an environment where grants for life sciences research are made or received;
- expert knowledge of finance and accounting methods;
- excellent oral and written communication skills;
- self motivating; able to balance multiple high priority projects simultaneously; able to bring projects to closure within reasonable timelines;
- detail oriented, producing highly accurate work products;
- prior experience in an area of research administration in a non-profit environment;
- knowledge of MS Word, Excel and PowerPoint;
- excellent communication skills with grant recipients and co-workers; and
- able to work effectively and collegially in a team environment.

Conditions of Employment:

LSDF is in the early phases of its existence. As a result, there is an opportunity for the Grants Administrator to play a significant role in the development of LSDF grant administration procedures.

LSDF has a small, collegial staff whose members are employees of the University of Washington through an administrative services agreement. LSDF is a state agency that exists based on continued funding from the Washington State Legislature.

LSDF staff enjoy outstanding benefits and professional growth opportunities. For detailed information on benefits for this position, click here <http://www.washington.edu/admin/hr/benefits/>

Additionally, the Seattle area offers a living and working environment noted for its diversity, community involvement, intellectual excitement, artistic pursuits, and natural beauty.

LSDF is an equal opportunity, affirmative action employer. To request disability accommodation in the application process, contact the Disability Services Office at 206-543-6450 / 206-543-6452 (tty) or dso@u.washington.edu

How to Apply:

To be considered for a position, please send an e-mail to lsdf@u.washington.edu. In the subject line of your email, please put "LSDF GA and your last name". Please attach (in Microsoft Word format) a cover letter (explaining why you think your skills will enable you to contribute to the LSDF) and your résumé. You will receive an acknowledgement upon receipt of your e-mail. We will only contact applicants selected for further consideration.