

GRANTS MANAGER

Req #: 66536
Department: LIFE SCIENCES DISCOVERY FUND
Job Location: Seattle, WA (Eastlake/Lake Union)
Posting Date: 07/26/2010
Closing Info: Open until filled
Salary: Commensurate with experience and education

The Life Sciences Discovery Fund (LSDF) www.lsdfa.org has an outstanding opportunity for an experienced **Grants Manager** to join an interactive team in awarding and managing grants for life sciences research. 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 state agency that functions like a foundation, making grants to Washington non-profit organizations. It is governed by an 11 member Board of Trustees.

The LSDF Grants Manager reports to the LSDF Director of Programs and is a key member of a team that manages grants competitions and an ongoing active portfolio of approximately 40-50 grants. "Grants management" includes a variety of pre- and post-award activities that are performed in a highly collaborative environment. The Grants Manager will be both an important contributor to group processes and an active leader in certain aspects of those processes.

The Grants Manager provides leadership and assumes significant responsibility in each of the following areas:

- fiscal management of awarded grants;
- management of LSDF's online submission systems;
- drafting, negotiation, management, and close out of grant agreements with awardees;
- generation of custom reports to support organizational decision-making (including Board evaluation of proposals for funding), LSDF portfolio analyses, strategic planning, and public disclosure;
- support of and outreach to grant applicants and grantees;
- organization and maintenance of systems to ensure grant compliance; and
- maintenance of LSDF's master files of applications and awards, including supporting documentation.

Responsibilities Include:

Grant Management Procedures: Ensure that clear grants management procedures are published for applicants, grantees and staff; confirm that grant management procedures support LSDF goals and meet legal requirements; develop and maintain relationships with grant officers at recipient organizations to facilitate the grants management process.

Grant Management: Receive and answer routine queries from applicants and grantees about LSDF granting policies and procedures; collaborate with LSDF program officers to ensure that each grant is successfully awarded; create management systems to ensure that grantees comply with grant agreement requirements; in collaboration with LSDF staff and legal counsel, troubleshoot the form and content of grant agreements and negotiate their completion; maintain files and databases, including tracking all grant requests from the pre-proposal stage,

through the distribution of award monies, and to grant close out; ensure that grantees provide the required reports and information to remain in compliance with the grant agreement; receive, analyze and approve invoices from grantees; monitor grantee expenditures and provide routine expenditure reports to staff; troubleshoot the need for and manage budget revisions; and manage orderly closeout of grants.

Database and On-Line Systems Management: Organize and manage LSDF's CyberGrants online grant application system for all grant competitions; manage online progress report, invoice and invention report submission systems and associated databases; oversee vendors to maintain electronic systems and adapt as needed to support LSDF granting programs; create and produce recurring customized database reports; train other staff on submission and database systems as needed; interface with grant evaluation contractors to deliver applications and receive application reviews.

Reporting and Compliance: Manage public disclosure of grant applications received by LSDF; maintain accurate record-keeping and data management for all grants; ensure compliance with state and IRS regulations and LSDF requirements for all grants management policies and procedures; work collaboratively with other LSDF staff in reporting to the Board on the status of LSDF programs.

Requirements:

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

The ideal applicant will have a background that demonstrates:

- experience within an environment where grants for life sciences research are made or received;
- knowledge of research administration in a non-profit environment;
- knowledge of grants management in a grant-making organization;
- ability to design, implement and maintain effective workflow processes and procedures;
- skill in formulating and implementing grant management procedures;
- experience in managing database systems, including customization for specific applications and report generation and management (programming skills are not required);
- experience developing and managing performance based contracts, grants or cooperative agreements;
- expert knowledge of finance and accounting methods;
- high-level knowledge of MS Word, Adobe Acrobat and PowerPoint and exceptionally high, in-depth knowledge of Excel
- excellent oral and written communication skills;
- excellent communication and interpersonal skills with grant recipients and co-workers;
- self motivated; ability to prioritize and balance multiple high priority projects simultaneously; ability to bring projects to closure within reasonable timelines;
- detail-oriented, producing highly accurate work products;
- ability to manage ambiguity in day-to-day grant management situations;

- ability to work effectively and collegially in a team environment and to accept constructive input from fellow team members; and
- ability to strike an effective balance between leadership and collaboration as the situation requires.

Conditions of Employment:

The Grants Manager plays a significant role in LSDF grant management procedures. The Grants Manager functions as a member of a highly interactive team alongside program officers and the programs director. Key decisions are made in a collaborative environment and the Grants Manager must be an outstanding communicator and embrace team work.

LSDF staff 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 members enjoy excellent benefits and professional growth opportunities. For detailed information on benefits for this position, see <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.

[The University of Washington 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.

A satisfactory outcome from a criminal background verification may be required prior to hire.

How to Apply:

To be considered for a position, please send an e-mail to application@lsdfa.org. In the subject line of your email, please put "LSDF GM – 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.