Grants and Contracts Administrator

The Minnesota Veterans Medical Research & Education Foundation is a 501(c)(3) non-profit corporation (NPC) at the Minneapolis VA Medical Center formed to furnish a flexible funding mechanism. It administers research and education projects funded by foundations, industry partners and federal agencies other than the VA. The organization was founded in 1991. The Grants Administrator is responsible for managing and coordinating a large $4M grant portfolio. The grants are funded federally, including NIH and DoD, through internal and external foundations and cooperative industry contracts (CRADA).

Specific duties include:

* Provides on-going direction, guidance, support and communication to Principal Investigators in preparation of grant and contract applications, with specific assistance with:
* Budget Preparation
* Interpreting Agency Requirements
* Facilitates online grant submissions such as eRA Commons and Grants.gov programs;

serves as eRA Commons administrator

* Maintains knowledge of current federal issues relating to grants and non-profit organizations
* Investigates and assesses potential funding or award opportunities for investigators
* Manages pre-award, award and post-award processes for all grants and contracts
* Manages sub-contract awards
* Provides financial reports to the appropriate funding agency
* Maintains all pertinent records, files and documents and assures completeness and accuracy consistent with external and internal audit requirements
* Regularly coordinates grant administration matters with VA
* Maintains regular and recurring contacts with external grantors
* Assists in training of investigators on navigating the grant submission processes
* Works closely with Senior Accountant in managing project revenue and expenses
* Reports to the Executive Director

Education: BA/BS degree

Qualifications:

* 3+ years of experience with grants administration and/or compliance (federal grant experience desired)
* Strong project management and time management skills; highly organized and detail-oriented.
* Excellent analytical, verbal, and written communication skills required.
* Familiarity with governmental regulations.
* Ability to define problems, establish facts, and draw valid conclusions.

Salary Range: $67,000 - $72,000; negotiable based upon experience

Applications open 11/15 – 12/15/16