**VETERANS RESEARCH FOUNDATION OF PITTSBURGH**

Job Description

JOB TITLE: **Grants and Contracts Specialist**

Reports To: Executive Director

Prepared by: ADP Resource November 1, 2016

Summary:

This position will be primarily responsible for the management and tracking of all sponsored projects. This includes but is not limited to federal, industry and foundation. This position will work closely with the Principal Investigator (PI) and collaborate with project coordinators in order to ensure that all project proposals and implementation comply with necessary federal or funder requirements. This position is responsible for managing an assigned portfolio of complex grants and contracts using knowledge of grant and contract management rules and regulations, technical expertise, and analytical skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Core duties and responsibilities include the following. Other duties may be assigned.

* Perform timely, compliant, and accurate proposal submissions
* Independently develop routine and complex budgets, budget justifications and administrative sections of proposals.
* Trains investigators and staff on appropriate budgeting for grant awards, contract terms, and federal regulations to support the research and educational mission of the organization
* Assist Principal Investigators with changes that require sponsor approvals such as re-budgeting, requests for change of PI, requests for change of scope, no-cost extensions and all other post-award administrative requests.
* Contact and work with Sub awardees for sub-proposal information
* Identify and interpret sponsor requirements and incorporate with understanding of VA and VRFP policies. Ensure proposals adhere to applicable federal, state, and local regulations and policies.
* Communicate status updates and work flow needs intra- and inter-departmentally
* Develop and implement tracking mechanisms for ongoing project and financial management.
* Interact with VA Attorneys, Federal agencies, and Industry Sponsor personnel in the negotiation of CRADA's, grants, services agreements, and Confidentiality Agreements.
* Prepare and submit required reports as necessary.
* Monitors the study for reporting and/or auditing requirements and produces and submits said documents to reporting agency
* Prepare and review project statements quarterly or more frequently as needed; Monitor spending on an ongoing and regular basis; Prepare projections and forecasts identifying any areas needing update
* Review and approve requisitions/purchase orders and personnel requests assuring availability of funds and appropriateness of expenditures in accordance with sponsor, VRFP and VA policies and regulations
* Liaise between PI and sponsor or sub recipients to obtain needed approvals
* Participate in department activities and process improvement activities, as well as policy development. Contribute to Standard Operating Procedures documentation
* Provides information concerning research opportunities through identification and dissemination of available research options

ATTENDANCE:

Must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks; where applicable.

COMPETENCIES:

To perform the job successfully, an individual should demonstrate the following competencies:

Intellectual

* Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.
* Design - Generates creative solutions; Translates concepts and information into images; Uses feedback to modify designs; Applies design principles; Demonstrates attention to detail.
* Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations.
* Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.
* Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Interpersonal

* Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
* External Working Relationships – Develops and maintains courteous and effective working relationships with clients, vendors and/or any other representatives of external organizations.

Leadership

* Change Management - Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.
* Delegation - Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.
* Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Fosters quality focus in others; Improves processes, products and services; Continually works to improve supervisory skills.

Organization

* Business Acumen - Demonstrates knowledge of market and competition; Aligns work with strategic goals; Analyzes market and competition and adapts strategy to changing conditions.
* Cost Consciousness - Works within approved budget; Develops and implements cost saving measures.
* Business Necessity – The needs of the employer may be dependent on responding to and anticipating rapidly changing external and internal demands in all aspects of how business is conducted. This may include, but is not limited to, organization structure, finances, goals, personnel, work processes, technology, and customer demands. Therefore, it may become necessary to make modifications to how business is conducted and work is accomplished, with minimal or no advance notice to employees. Accordingly the employee must be capable of adapting, with minimal or no advance notice, to changes in how business is conducted and work is accomplished, with no diminishment in work performance.
* Safety and Security –All employees are responsible for observing safety and security procedures as applicable and reporting potentially unsafe conditions to management.

SUPERVISORY RESPONSIBILITIES:

No supervisory responsibilities.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

Bachelor's degree preferably in Accounting, Finance or related field (or equivalent combination of education and experience). 2 years’ experience in grants and contract administration, preferably research-related.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

COMPUTER SKILLS:

To perform this job successfully, an individual should be proficient in: Spreadsheet Software (Excel; Word Processing Software (Word); Electronic Mail Software (Outlook). Working knowledge of Presentation software (PowerPoint); and Publisher Software. Experience in QuickBooks preferred but not required.

CERTIFICATES, LICENSES, REGISTRATIONS:

* Certification in Research Administration or as Research Professional preferred but not required.

OTHER SKILL, ABILITIES, AND QUALIFICATIONS:

* Pursues training and development opportunities, strives to continuously build knowledge and skills.
* Treats others with respect; inspires the trust of others, works with integrity and ethically; upholds organizational values.
* Follows policies and procedures.
* Prioritizes and plans work activities; uses time efficiently.
* Works quickly; ability to perform high volume.
* Adapts to change in the work environment, manages competing demands, changes approach or method to best fit the situation; able to deal with frequent change, delays or unexpected events.
* Keeps commitments, completes tasks on time or notifies appropriate person with an alternate plan.
* Maintain confidentiality
* Reacts well under pressure
* Attention to detail; highly organized

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.