Manager, Grants Administration

Society for Advancement of Chicanos/Hispanics and Native Americans (SACNAS) is the largest multicultural and multidisciplinary STEM diversity organization in the country. SACNAS is an inclusive organization dedicated to fostering the success of Chicanos/Hispanics and Native Americans, from college students to professionals, in attaining advanced degrees, careers, and positions of leadership in STEM. SACNAS serves over 8,000 active members and has 115 student and professional chapters throughout the United States and Puerto Rico. SACNAS influences a larger STEM community of over 25,000 through outreach, advocacy, and production of the National Diversity in STEM Conference.

SACNAS seeks an experienced and highly qualified Manager, Grants Administration to support effective use and reporting on new federal grants, and other grant-funded projects, programs, and initiatives that are central to the organization’s mission. The Manager operates at the interface of all SACNAS departments, including programs, operations, accounting/finance, and fund development. The manager supports efforts to secure grant resources and implement programs to fidelity, to include maintaining impeccable data (programmatic and financial) systems and records and developing high quality reports. A successful candidate will possess a unique blend of professionalism, candor, and humility as the Manager will work closely with members of the Board of Directors who, as senior scientists with national standing, are generously serving as Principal Investigators (PIs), to support reporting and compliance on federal grants; and the Manager will routinely interface with the executive team to support decision making that maintains grant integrity to both program fidelity and reporting accountability.

Duties and Responsibilities

- Responsibility for the full grant lifecycle including support for proposal development, post-award processing and compliance, and implementation compliance monitoring
- Identify corporate, foundation, and government grant opportunities and support the development of grant proposals, including project managing proposals across departments to funding sources.
Stay current on federal government policy changes that affect sponsored projects administration.

Build and develop strong interrelationships with sponsors and other collaborating institutions.

Work collaboratively to resolve issues with the PIs to satisfy the requirements of the funding agency and SACNAS.

Act as primary liaison for SACNAS in matters pertaining to pre- and post-award management of grants. Educate the team on pertinent regulations and requirements for such activities.

Other activities as assigned.

Pre-award

- Assist the fund development, finance, and programs team in all aspects of proposal development: interpret proposal guidelines, prepare budgets and check justifications, complete standard forms and certifications, review proposals for compliance.
- Register for and utilize necessary inquiry, application, and reporting system required to apply for or receive grant funding.
- Keep all proposal files, databases, and compliance records current.

Post-award

- Prepare new grants for creation of general ledger accounts
- Prepare monthly reports for Principal Investigators (PIs) and organization leadership team
- Coordinate with PIs for timely submission of progress and financial reports.
- Prepare invoices, federal draws, financial reports, and compliance reports as may be required.
- Address post-award issues, including requests to re-budget or obtain no-cost extensions.
- Monitor adherence to all relevant policy and procedures requirement of grantors
- Reconcile and review expenditures, including but not limited to, payroll, student financial aid, purchasing card, accounts payable, and purchasing.

Skills and Abilities

- Sound judgement with proven success at making timely decisions that keep the organization moving forward.
- Ability to manage multiple and competing deadlines, and activate others to achieve collaborative deliverables; adept at creating internal partnerships with peers above and below on the org chart
- Sense for continuous improvement, with an ability to find the most effective and efficient processes to optimize workflow.
- Action-oriented and eager to embrace new opportunities and tough challenges with a sense of urgency, high energy, and enthusiasm.

Desired Education and Experience
• Bachelor’s degree is preferred, though a unique combination of education and/or experience may be substituted for a degree; a masters is public, nonprofit, or business administration desirable, but not required.
• At least 5 years of social sector work managing grant funded programs or projects, with experience on at least one multi-year federal grant.
• Priority consideration will be given to candidates with experience using the National Institutes of Health and National Science Foundation reporting systems and familiarity with their respective policies and procedures.
• 2+ years of experience in grant proposal development.
• Broad knowledge of grant reporting processes and practices.
• Excellent customer service and the ability to communicate effectively with faculty and staff at all levels of the university.
• Strong computer skills including proficiency with Microsoft Excel and Word.
• Self-motivated and able to work both independently and as a team member.
• Strong analytical and problem-solving skills.
• Ability to read, interpret and analyze proposal guidelines and effectively explain them to all levels of staff, noting impacts and potential issues.
• Excellent time management and organizational skills; detail-oriented; and ability to manage multiple, shifting priorities and prioritize in a deadline-driven environment.

Work Location, Expected Travel, and Salary Range

• Ideal location of this position is Santa Cruz, CA; however, other major cities may be considered. Remote work option available.
• Travel throughout the United States will be necessary and will include attendance at the annual conference; other travel may be required to deliver grant-funded programs.
• Occasional evening or weekend work.
• Salary Range $62,500 to $85,000

Benefits

• Medical, Dental, and Vision Plans
• Fourteen Paid Holidays
• Generous Paid Time Off
• 401(k) Retirement

Organization Website – www.sacnas.org
2020 National Diversity in STEM Conference Website - www.2020sacnas.org

EEO Statement
It is the policy of SACNAS not to discriminate against any individual employee, group of employees or prospective employee for reasons of race, color, religion, creed, gender, gender identity, gender expression, national origin, sex, pregnancy or related medical conditions, age, marital status, ancestry, sexual orientation, physical or mental or sensory disability, genetic information, military status or any other consideration protected by applicable federal, state or local laws.

SACNAS is committed to providing equal opportunities in all employment-related activities including, but not limited to: recruiting, hiring, advancement, compensation, training, benefits, transfers, and terms of employment. SACNAS promotes equal opportunities for all employees and applicants for employment. Further, SACNAS will fully comply with all applicable equal employment federal, state and local laws and regulations.