

POSITION DESCRIPTION

1. General Information

Position title	Grants Manager
Status	37.5 Hours, Exempt
Reports to (title)	Director of OSMC
Department	Office of Scientific Meetings and Conferences
Date	07/01/2017

2. Primary Function

<p>Provides efficient and effective leadership and management for the non-federal sponsorships and federal grants administration for the FASEB Science Research Conferences (SRCs). Manages sponsorships and grants administration for approximately 70 FASEB SRCs. Provides expertise with Federal and Non-Federal grants, grant writing, compliance, financial and program reporting.</p>

3. Major Duties and Responsibilities

Rank (add more as needed)	Duty/Responsibility	Percentage of time
1	Establishes guidelines for the SRCs (FASEB staff, organizers and sponsors) regarding the fundraising (grants and sponsorship) process. Understands, establishes and maintains federal and non-federal compliance and grants administration knowledge and requirements as they apply to pre and post award grants administration.	30
2	Drafts policies and procedures for screening, selection, notification, and disbursement of federally funded travel awards (pre and post awards). Maintains the awards webpages by posting announcements of available travel awards.	10
3	Maintains records and files for FASEB SRC federal and non-federal FASEB SRC sponsorship activities. Coordinates efforts with the Accounting Department to maintain financial reporting on all federal and non-federal awards and sponsorships. Drafts SEFA (federal) and Schedule B (non-federal) for year-end fiscal reports for the FASEB Office of Financial Services. Provides monthly (January – SRC start date) Statement of Accounts to organizers; tracks funds received and pending; notes all sponsor stipulations. Completes and submits all post-meeting program and financial reports to federal and non-federal sponsors.	15
4	Coordinates the review, assembly and submission of all federal grant applications; provides instructions and guidance to organizers on non-federal grant application requirements/submissions and other funding requests. Manages and coordinates the disbursement of sponsorship funds and maintains reimbursement/compliance documentation.	20
5	Manages the Sponsor Incentive Packages, which includes issuing complimentary registrations, collecting logos, maintaining sponsor acknowledgement webpage and page for program book, coordinating the shipping and distribution of promotional materials at the SRCs with sponsors, liaising with FASEB and the sponsors, and generating invoices and receipts to sponsors.	10

6	Establishes a sponsorship plan with a ‘Sponsorship Kit’ for each SRC, provides instructions to organizers on how to best utilize the kit, drafts core sponsorship documents, and instructs organizers on best practices when making sponsorship requests, in coordination with the FASEB SRC team.	10
7	Assists with the development of marketing strategies and materials for the SRC microsites, social media and FASEB participating conferences, and travels to select national meetings to promote the and recruit attendees for the SRCs, in coordination with the FASEB SRC team.	5

Incumbent is expected to perform other duties as assigned by the immediate supervisor in support of the organization’s goals and FASEB’s needs.

4. Direct Reports

Position titles of direct reports	# in position	# supervised by direct reports	
		Exempt	Non-exempt

5. Knowledge & Skills	Indicate the minimum education level (or equivalent experience) required in your position.		List the skills applicable to your position and indicate the minimum proficiency required: A= Novice; B= Proficient; C=Expert	
	Check those which apply	Subject or major field of study	Skill (Specify equipment/system, e.g., MS Word, Communication Skills, Customer Service)	Minimum Proficiency
	<input type="checkbox"/> High school		Understanding of Grant Applications	C
	<input type="checkbox"/> Prof/technical		Verbal & Written Communication Skills	C
	<input type="checkbox"/> College courses		Interpersonal Skills	C
	<input checked="" type="checkbox"/> Bachelor’s degree	Business, Marketing, Accounting, Biological Sciences	Customer Service	C
	<input type="checkbox"/> Master’s degree		Organizational Skills	C
	<input checked="" type="checkbox"/> Other	5 years related experience in grant administration and reporting. Experience developing and implementing fund raising plans. Knowledge and ability to apply for conference funding from NIH, foundations, and corporations. Certified Grants Management Professional or similar certification preferred.	Attention to Detail	C



				Ability to Meet Deadlines	C
				Sponsorship/Fundraising Techniques and Strategies	C
				Research Skills	C
				MS Office	B

6. Working Relationships	Position	Department/Organization	Purpose (What is important is the content of these interactions. Describe what happens as a result of these contacts)
	Accounting Staff	Financial Services	Provides financial updates and records.
	SRC Team	OSMC	Collaborates. Provides information and updates on sponsorship progress and activities.
	SRC Organizers	Various	Collaborates. Provides information, guidance, support, customer service.
	Funders	Various	Provides information, reporting
	Deputy Executive Director for Operations	Operations	Provides information
	Executive Director	Executive Office	Provides contracts, agreements, and award/donation letters to be reviewed and signed.
	Director	Marketing	Provides suggestions as to the best places and ways to advertise/promote the SRCs.
Director	OSPDGA	Seeks guidance on federal compliance and training opportunities.	

7. Working Conditions	<p>This position requires sitting (75%), standing (10%), and walking (15%). Additional physical requirements are as follows:</p> <ul style="list-style-type: none"> Requires computer work involving extensive use of keyboard, mouse and monitor.
	<p>Work Environment/Conditions:</p> <ul style="list-style-type: none"> Dayshift hours primarily. Travel and other work related assignments on weekends is possible.