

Grants Program Manager

Basic Purpose

This position will manage and implement the Research Program of the XYZ Foundation.

Primary Duties

Research program of the XYZ Foundation

Promotion, selection, tracking, grant agreement management & negotiation, progress reports, final reports, budget, review process, reviewer recruitment and management, etc.

Administrative support for the Research Council

This includes meeting notifications, agendas, mailings, conference calls, board reports, etc.

Partner fellowship program

Identification and solicitation of partners, contract management, partner relationship management, and promotion.

Staff the XYZ work group

This includes monthly emails, communication, review process, reviewer recruitment and management, etc.

Over site of XYZ Foundation research program website

Staff the Alumni Association

This includes quarterly newsletters, annual meeting events, story development, etc.

Annual Meeting Research program promotion

This includes research area staffing, career forum, futures luncheon, research symposium and research conference support.

Administration of research area at Annual Meeting

This includes concept, staffing, development, etc.

Job Requirements

Education, training, experience:

Education

Bachelor's degree or equivalent

Experience

1-2 years of related experience

Knowledge, Skill and Abilities

Must be proficient in MS Word and Excel

Excellent verbal and written communication skills

Ability to handle multiple projects simultaneously

Strong organizational skills

Strong attention to detail

Strong analytical and problem solving skills

Ability to handle confidential information

Strong customer service skills

Ability to work on projects under only general supervision

Travel Requirements

Some travel required