

Institution Name	Brigham and Women's Hospital
Job Title	Senior Grants Administrator
Job Description	<p><b>GENERAL SUMMARY / OVERVIEW STATEMENT:</b></p> <p>Directs the financial, personnel and managerial activities of the research program in the Division of Endocrinology, Diabetes and Hypertension. The Division's research program is comprised of 36 faculty (MD's and Ph.D's), 25 fellows and research associates and 77 weekly employees (research assistants, laboratory managers, administrative coordinators, financial and secretarial positions), located in approximately 22, 500 sq. feet of wet and dry laboratory space in multiple sites on and off campus. The Research Administrator manages a total research budget in excess of \$7,000,000 and approximately 60 active cost centers.</p> <p><b>PRINCIPAL DUTIES AND RESPONSIBILITIES:</b></p> <p><b>FINANCIAL:</b></p> <ol style="list-style-type: none"> <li>1. Reviews all Divisional pre-awarded proposal submission and post-award financial management research activities. Requires involvement in planning and organizing of all submissions, communications with funding agencies, logistical and strategic support to ensure compliance with all submissions and post-award requirements.</li> <li>2. Prepares, reviews and monitors budgets for research grants, contracts, cooperative agreements and clinical trials.</li> <li>3. Responsible for establishment and oversight of a computerized financial management system allowing for more up-to-date reporting of financial status of grants, fellowships, and special purpose funds than available for the hospital systems. Initiates modifications to or changes of information systems as required to maintain divisional database.</li> <li>4. Reviews monthly expense reports for research and discretionary cost centers (approx. 200 cost centers). Works with investigators to avoid liability for cost overruns and inappropriate use of sponsor funds: verifies that all expenditures have been drawn for appropriate budget category. Reviews rebudget request to ensure conformance to sponsors funding regulations. Works with Research Administration for review and resolution of financial issues.</li> <li>5. Develops and monitors a comprehensive research financial budget for the Division Chief for both short- and long-term purposes for specific faculty members.</li> <li>6. Assists Administrator and Division Chief with long-range planning by providing comprehensive knowledge of research funding issues within the division.</li> <li>7. Evaluates and allocates sources of funds for research staff and research fellows salaries with recommendations in line with federal and non-federal funding guidelines. Communicate and review salary figures directly with Director and Division Chief.</li> </ol> <p><b>ADMINISTRATIVE:</b></p> <ol style="list-style-type: none"> <li>1. Ensures that all investigators are in compliance with federal, NIH and hospital research policies. Enforces compliance with these policies by providing all relevant information to the investigator and reviewing with the status of their respective projects.</li> <li>2. Represents the Division, or individual investigators, on administrative and financial issues to Research Administration, Harvard office of sponsored programs, other outside institutional sponsored program offices, and to both federal and non-federal granting agencies.</li> <li>3. Assists investigators with compliance with research regulatory committees such as Human Research Committee, Animal Care and Use Committee, Biosafety Committee, Radiation Safety Committee, etc.</li> <li>4. Explores and evaluates new sources of research funding for Division Chief and investigators.</li> <li>5. Ensures faculty adherence to time and effort reporting requirements for research activities</li> <li>6. Assist investigators with acquisition and maintenance of research equipment.</li> <li>7. Develop and implement Division research policies and procedures.</li> <li>8. Works with the Administrator and Division Chief in the design of space renovations for the Division research facilities, identifying and resolving facility problems that arise and assisting in space-needs planning for the research program.</li> <li>9. Acts as Divisional resource for information regarding hospital and sponsor policies. Remain current through continuing education via seminars and reading industry specialized literature.</li> <li>10. Meet with Division Chief to address research program issues as they arise.</li> </ol>

	<p>11. Meet with Vice President of Research or the staff on an ad hoc basis to discuss research issues for the Division.</p> <p>12. Participates in special projects and seminars as required by the Administrator, Division Chief, or Vice President of Research Administration.</p> <p>OTHER:</p> <p>1. Performs other duties as assigned by the Division Chief or Administrator.</p>
Qualifications	<p>KNOWLEDGE / SKILLS / ABILITIES:</p> <ol style="list-style-type: none"> <li>1. Bachelor's degree required. Masters degree desirable.</li> <li>2. Requires at least five to seven years experience in a complex health care academic research environment.</li> <li>3. Knowledge of financial forecasting, budgeting and accounting required.</li> <li>4. Requires an extensive knowledge of program administration guidelines of federal and non-federal funding agencies supporting biomedical research.</li> <li>5. Excellent verbal and written skills are essential.</li> <li>6. Must have a high degree of organizational skill to manage a large research program with both clinical and basic investigation.</li> <li>7. Must possess strong problem solving skills and analytical abilities.</li> <li>8. Must have excellent interpersonal skills to deal effectively with faculty, fellows and support staff.</li> <li>9. Ability to work under pressure due to deadlines and large volume of work.</li> </ol> <p>WORKING CONDITIONS:</p> <p>Normal work environment</p>
Email address of contact	<a href="mailto:agerson1@partners.org">agerson1@partners.org</a>
Website for applications to be submitted	<a href="http://careers.brighamandwomens.org/JobDescription.aspx?Back=1&amp;&amp;jobId=2222500">http://careers.brighamandwomens.org/JobDescription.aspx?Back=1&amp;&amp;jobId=2222500</a>
Other relevant information (Optional)	*Please apply directly at <a href="http://careers.brighamandwomens.org/JobDescription.aspx?Back=1&amp;&amp;jobId=2222500">http://careers.brighamandwomens.org/JobDescription.aspx?Back=1&amp;&amp;jobId=2222500</a>
Job or Requisition No. (Optional)	2222500
Date Posted	1-3-2012