

Institution Name	Brigham and Women's Hospital
Job Title	GRANT MANAGER / 40 HOUR / DAY / BWH - DIV. OF RENAL
Job Description	<p>GENERAL SUMMARY/ OVERVIEW STATEMENT Reporting to and working closely with the Administrative Director of the divisions, is responsible for financial and research management activities in the divisions of Renal Medicine and Biomedical Engineering. Currently, the combined divisions have approximately 60 faculty, 140 fellows/trainees and 55 staff with approximately \$26 million in annual research funding.</p> <p>PRINCIPAL DUTIES AND RESPONSIBILITIES</p> <ol style="list-style-type: none"> Assumes primary responsibility for post-award management of awards. This includes: <ul style="list-style-type: none"> Responsible for maintaining financial solvency of all research funds within the divisions. Monitors financial status of research accounts by reviewing monthly institutional reports. Detects and anticipates financial problems. Works with the Investigators to resolve. Approves expenditures from research funds, assists with assignment of accounts to expenditures, monitors compliance with budgets, and identifies and investigates potential problems and proposes solutions. Makes recommendations for cost savings and re-budgeting based on thorough understanding of study requirements and funding agency's regulations. Works with Investigators and Administrative Director to identify salary sources for Investigators and research staff. Ensures that salary changes are made in a timely fashion and follow the funding agency regulations. Works with Investigators and Research Finance to submit required annual financial reports for all awards. Provides summary reports to Investigators on monthly and ad hoc basis. Ensures that all subcontracts are up to date and timely Tracks all grants, contracts, subcontracts, fellowships and sponsored research agreements to be sure that payments have come in to the appropriate account in a timely way and that obligations have been met in a timely and transparent fashion Ensures that Investigators are in compliance with Federal, NIH, sponsoring agencies and Hospital policies. Enforces compliance with these policies by providing relevant information to the Investigators and reviewing with them the status of their respective projects. Responsible for pre-award management of research grants. Supervises one FTE administrative assistant focused on pre-award activities. Ensures all grants emanating from the divisions follow appropriate Research Administration procedures. Interfaces with pre-award administrator in Research Administration as needed. Maintains effort reporting data for all faculty and fellows. Responsible for ensuring that quarterly effort certification reports are accurate and submitted to Research Administration on a timely basis. Serves as liaison to Department of Medicine, Research Administration, Research Finance, Accounts Payable, Materials Management and other hospital departments. Represents particular needs of divisions and works to ensure that these needs are met. Interacts extensively with Division Chief and Administrative Director to create and revise policies and procedures to meet changing needs to Division. Performs all other duties as assigned or requested.

Qualifications	<p>QUALIFICATIONS</p> <ol style="list-style-type: none"> 1. Bachelor's degree 2. Minimum of five years of progressively responsible experience in research financial management. <p>SKILLS/ ABILITIES/ COMPETENCIES REQUIRED</p> <ol style="list-style-type: none"> 1. Experience with and proven ability in research administration and grants management activities. 2. Excellent organizational skills to manage large volume and competing priorities. 3. Ability to prioritize and work under the pressure of deadlines. 4. Ability to work independently and to accept responsibility for complex and sensitive decision making as it relates to the overall conduct of the Division. 5. High degree of analytic ability to manage financial responsibilities. 6. Excellent interpersonal, verbal and written communication skills to communicate effectively with Division personnel, members of other BWH and Partners offices, and outside funding agencies. 7. Comprehensive computer skills. 8. Flexibility in willingly working on Divisional tasks as the need arises especially when there is a deadline or the Division is short-handed <p>WORKING CONDITIONS Normal office environment.</p> <p>SUPERVISORY RESPONSIBILITY Supervises one FTE administrative assistant.</p> <p>FISCAL RESPONSIBILITY With the Division Chief and Administrative Director, responsible for monitoring the fiscal solvency of the Division and suggesting corrections should there be concerns about meeting budgets.</p> <p>*Please submit resumes directly to http://careers.brighamandwomens.org/JobDescription.aspx?Back=1&&jobId=2222977 (no emails please)</p> <p>An EEO, AA, VEVRAA Employer</p>
Email address of contact	ageron1@partners.org
Website for applications to be submitted	http://careers.brighamandwomens.org/JobDescription.aspx?Back=1&&jobId=2222977
Job or Requisition No. (Optional)	2222977
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