

Institution Name	Whitehead Institute for Biomedical Research
Job Title	Senior Grants Officer
Job Description	<p><b>Position Overview</b> Reporting to the Associate Director of the Office of Sponsored Programs (OSP), the Senior Grants Officer manages grants for both pre-award and post-award services, including, but not limited to review and institutional sign-off on all proposals and grant related correspondence. Provides support and professional advice on day-to-day grants management. Serves as lead contact for assisting with pre- and post-award activities for Institute research grants with emphasis on non-financial aspects of the grants. Specializes in the regulatory requirements of funding agencies, contract administration, transfers and changes, interactions with other institutions, and other related matters. Has primary responsibility for promoting the awareness of funding opportunities among Institute staff and for maintaining currency with electronic research administration needs and spearheading Institute responses. Communicates Institute policies and procedures to research support staff and principal investigators.</p> <p><b>Characteristic Duties</b></p> <ul style="list-style-type: none"> <li>• Serves as a resource to faculty and staff for potential funding opportunities, questions on Whitehead policies related to grants policies, procedures, and administration;</li> <li>• Provides assistance to Whitehead scientists and laboratory administrators in all aspects of proposal preparation;</li> <li>• Officially signs and electronically submits grant and fellowship applications to external sponsors on behalf of the Institute;</li> <li>• Serves as liaison with external funding agency staff on grant-related administrative issues throughout the proposal submission and award acceptance processes. Reviews terms and conditions of awards for acceptability and compliance with applicable institutional policies and guidelines; negotiates terms with sponsors as needed;</li> <li>• Prepares award set-up checklists for data entry of award information into Lawson and COEUS;</li> <li>• Organizes and leads workshops and small group sessions to train laboratory staff in various aspects of research administration. Presents information and leads discussions at monthly laboratory administrator meetings;</li> <li>• Participates in new employee training initiatives for laboratory administrators and junior faculty;</li> <li>• Fosters close working relationships with laboratory administrators and personnel from central administrative offices;</li> <li>• Develops and implements written policies and procedures pertaining to the preparation and submission of proposals to external sponsors;</li> <li>• Oversees and manages the day-to-day and long-term strategic directions of the Office of Sponsored Programs' COEUS database,</li> <li>• Works with IT technical staff to implement bug fixes, system enhancements, and modifications. Identifies and resolves technical and functional problems;</li> <li>• Administers the Director's Fellowship Allowance program in conjunction with the Director's Office staff;</li> <li>• Actively participates in local and national professional organizations and user groups to keep abreast of new functional developments and technology;</li> <li>• Performs other duties as required.</li> </ul>
Qualifications	<p><b>Knowledge, Skills and Abilities</b></p> <ul style="list-style-type: none"> <li>• Skilled with desktop computers and word-processing and spreadsheet applications;</li> <li>• Knowledge of databases related to research, electronic research administration procedures, and web page design is preferred;</li> <li>• Excellent verbal and written communication skills including stand-up training development and presentation skills;</li> <li>• Strong organizational skills, especially as related to collecting and communicating complex information;</li> <li>• Ability to work independently with minimal supervision;</li> <li>• Strong knowledge of COEUS or similar databases.</li> </ul> <p><b>Qualifications</b> A Bachelors Degree in a related field plus a minimum of five years of experience with federal</p>

	grant policies and procedures. Working knowledge of the federal regulatory environment, or an equivalent combination of education and experience.
Salary Range (Optional)	DOE
Closing Date	2-17-2012
Contact Name	Rodney Byrd
Email address of contact	<a href="mailto:resumes@wi.mit.edu">resumes@wi.mit.edu</a>
Phone number of contact	<a href="tel:617-258-5000">617-258-5000</a>
Website for applications to be submitted	<a href="https://nematode.wi.mit.edu/careers/">https://nematode.wi.mit.edu/careers/</a>
Other relevant information (Optional)	Please submit a cover letter along with your resume.
Date Posted	12-20-2011