Our company is searching for experienced candidates for the position of grant administrator. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for grant administrator

- Responsible for the identification and prevention of projected overruns and for the resolution of projects in deficit situation
- Initiate and process reimbursements, purchase requisitions, and check requests for assigned grants/contracts
- Develop collaborative working relationships with ancillary services such as, Research Management, PCRO, Innovations, Partners Human Research Committee, Accounts Payable, Purchasing, Human Resources, Partners International Office
- Implement new technologies used to enhance efficiency and administrative workflow within the groups
- Contact for clinical trial awards – responsible for maintaining institutional policy, procedure and documentation requirements
- Responsible for Accounts Receivable management on all awards, particularly Department billable trials
- Timely and effectively identifies problems and provides recommendations for creative solutions
- Manages the review, analysis, drafting, and negotiation of research contracts
- Assist faculty and staff with researching, locating, developing, writing, and administering federal, state, and private grant contracts and external funding source
- Maintain FoundationConnect by Salesforce grants management system to track requests, payment schedules, reporting requirements, renewal schedules and generate reports as needed by Executive Director and Board

- Effective financial and analytical skills, including ability to develop and monitor budgets
- 3-5 years of Research Administration experience is required
- Strong verbal, quantitative, and interpersonal skills
- Highly goal oriented, self-motivated, and ability to work independently with guidance when appropriate
- Key skills of successful candidate will include analytical, critical thinking, planning and organizing, attention to detail and accuracy, excellent follow-through and ability to anticipate needs of the research community including external sponsors
- Bachelor's degree and a minimum of 2-3 years of relevant or closely related experience, or equivalent combination of skills, expertise, and education