

## **Grants and Contracts Manager**

SURA® is currently seeking a Grants and Contracts Manager who will be responsible for the financial administration and regulatory compliance of the organization's activities related to all grants, contracts, procurements, Memoranda of Understanding, Memoranda of Agreement, and consulting agreements managed by the SURA Corporate Office.

The Grants and Contracts Manager will be the primary administrative and financial liaison and support to principal investigators, program managers, and other collaborators with respect to preparing grant and contract agreements and the associated budgets, and advising on and monitoring, business, fiscal and regulatory aspects of grants and contracts related to the organization's programmatic initiatives in both the federal and private sectors.

With respect to the federal sector, the Grants and Contracts Manager will be responsible for ensuring the administrative and financial integrity and completeness of all pre-award contract negotiations, proposals and agreements as well as ensuring adherence to post-award contract requirements relating to support for allowable direct and indirect costs, timely submission of progress reports and contract deliverables and compliance with all applicable contractual and regulatory commitments and obligations.

The Grants and Contracts Manager also will be responsible for the procurement of goods and services in support of operational activities and for ensuring that written policies and procedures are in place along with appropriate monitoring systems to ensure that best practices are followed.

### **Requirements**

- Undergraduate or graduate degree (preferred) in business administration, procurement or contracting, accounting, finance, or related field or an equivalent combination of undergraduate course work and specialized training and experience.
- Seven to ten years of grants and contracts management experience in progressively more responsible positions, preferably in a scientific, research and development, or academic environment.
- Familiarity with the university sponsored research environment and experience in working together with academe and agency sponsors to develop creative contracting solutions for funding and expanding program initiatives.
- Demonstrated advanced analytical, problem solving, conflict resolution, decision making, negotiation, interface, verbal and written communications, and resource management abilities.
- Excellent interpersonal skills, discretion, judgment, organizational ability and initiative.
- Computer proficiency with word processing and spreadsheet applications as well as with automated financial, procurement, and grants and contracting systems.
- Understanding of relevant OMB requirements for federal awards related to both universities and other non-profit organizations such as SURA as well as a working knowledge of FAR's and DAR's are essential.

SURA offers an attractive benefits package. To be considered, e-mail resume along with salary history and current salary requirement to [jobs@sura.org](mailto:jobs@sura.org) referencing **Grants and Contracts Manager**. No phone calls, faxes, or agencies please.

**SURA® is proud to be an, Equal Opportunity Affirmative Action Employer.**