

**Job Title:** Grants Manager

**Location:** Silverthorne, CO.

**Overview:**

Responsible for the overall management of federal funding opportunities for a non-profit organization to support global conferences in the life and biomedical sciences. This includes writing, compiling, editing, and submitting grant proposals; managing funder communications and information requests; tracking grant awards; and ensuring timely completion of grant closeout reporting. In addition, this role is responsible for assembling a variety of documents describing research advances in medical and biological sciences, in collaboration with leading scientists from around the world. The role will identify new funding opportunities and monitor deadlines for grant proposals, primarily for federal grant programs. Ensures compliance with organizational standards and funder requirements. Maintains records of funding sources and grant applicants. This role requires the ability to work independently, but in collaboration with an outstanding cross-departmental team. This role will report to the Chief Scientific Officer.

**The duties will include, but are not limited to:**

- Produces high-quality grant proposal narratives, applications, and supporting documents (requires scientific writing and editing skills).
- Works with other departments to compile tracking systems for grant activities.
- Manages application process to ensure timely and complete grant submissions, and tracks progress of submitted proposals.
- Corresponds with and collects input from scientific conference organizers in support of grant applications.
- Develops grant budgets and reviews budget vs. actual expenditures for finance department.
- Manages the closeout reporting process to ensure timely submission and compliance with funder requirements.
- Coordinates and follows up on the progress of submitted proposals; conducts analysis of award outcomes with an eye to improving Keystone Symposia processes.
- Assists Scholarship and Marketing staff with information on various scholarship opportunities available through Keystone Symposia (e.g., travel funding).

- Works with Marketing and Communications Department on scientific dissemination.
- Conducts funding opportunity research to identify, cultivate and solicit new grants.
- Works with the Enrichment Programs department to ensure grant submissions support Keystone Symposia initiatives.
- Develops positive working relationships with external stakeholders including institute and center program officers, supplying information as needed in support of the review and award processes.

**Experience/Qualifications:**

- Three to five years of experience in life science research and/or grant writing preferred.
- Bachelor's Degree is required; This degree being in the life sciences is preferred; higher degree a plus.
- Demonstrated ability to write successful grant proposals is preferred.
- Experience in project management.
- Ability to effectively manage multiple projects simultaneously.
- Detail-oriented, organized, deadline-driven.
- Clear, precise and compelling writing skills.
- Able to effectively communicate internally across departments, as well as externally with funding partners and stakeholders.
- Motivated self-starter with the ability to work independently with purpose and accuracy in a fast-paced environment.
- High proficiency in all areas of Microsoft Office including Outlook, Word, Excel and PowerPoint.
- Working in our Silverthorne, Colorado office is required at least 2 days per week, and these days must be Tues, Wed and/or Thursday.
- Must be legally authorized to work in the US.

**Compensation:**

The salary range for this job is \$74,000 to \$80,000 depending on experience. Keystone Symposia offers a generous benefits package including Health, Dental, and Vision insurance, paid holidays and vacation, 401K, etc.