

KEYSTONE SYMPOSIA

Job Description

Job Title:	Grants Manager
Department:	Development/Fundraising
Reports To:	Chief Scientific Officer
FLSA Status:	Exempt
Prepared By:	CSO
Prepared Date:	October 2023
Position Held By:	

SUMMARY

Responsible for the overall management of federal funding opportunities for a non-profit organization to support global conferences in the 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. 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 conference organizers in support of grant applications.
- Develops grant budgets and reviews budget vs. actual expenditures for finance department.
- Manages the closeout process to ensure timely submission and maintain compliance with funders (may include training and supervision of support personnel on a periodic basis).
- 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
- Develops grant budgets for grant proposals and reviews budget vs. actual expenditures for the finance department.
- Conducts funding opportunity research to identify, cultivate and solicit new grants.

- Works with the Diversity department to ensure grant submissions reflect Diversity, Equity, and Inclusion initiatives at Keystone Symposia.
- Develops positive working relationships with external stakeholders including program officers and supplies information as needed in support of the review and award process.

Experience/Qualifications:

- Three to five years of experience in life science research and/or grant writing
- Bachelor's Degree in the life sciences required; higher degree a plus.
- Demonstrated ability to write successful grant proposals.
- 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.

Compensation:

The salary range for this position is \$68,000 - \$85,000/year depending on experience and level of education. The position is full-time (40 hours per week), year-round with excellent benefits. Working in our Silverthorne, Colorado office 2 days per week is highly preferred. Fully remote work will be considered depending on the individual's experience with federal grants and scientific communication.

To apply, please send resume and cover letter to careers@keystonesymposia.org.