

Senior Grants & Contracts Specialist

Philadelphia, PA

Job ID: 11-24259

Description:

Responsible for institutional oversight of various incoming and outgoing agreements (sub-award, PSA, etc.) under sponsored projects. Ensure that all types of agreements and modifications to and from organization under various funding agencies reflect the institutional interest and are compatible with institutional policies and procedures at CHOP. Issue, negotiate, and accept various agreements and modifications. Maintain a strong customer-service oriented environment. Implement policies and standard operating procedures to ensure compliance with sponsor rules and regulations as it relates to sub-awards. Provide formal/informal training to departmental employees, investigators, and staff on internal and external systems, operations and processes.

Requirements:

- Bachelor's degree in business or related field preferred.
- Three or more years' prior experience in providing sponsored project management services on NIH and other federally funded grants or contracts directly for investigators and physicians in an academic research/hospital environment is required.
- Demonstrated track record in a front-line service-oriented position, involving extensive customer contact and relationship building.
- Financial management experience preferred.
- Broad knowledge of policies and regulations governing federal funding and accompanying compliance issues.
- Knowledge of principles of grantsmanship/contract management and sponsor proposal and award policies and procedures (particularly those of the National Institutes of Health) required.
- Ability, especially under pressure, to be professional, courteous, and tactful in dealing with investigators, administrative staff and funding agency contacts.
- Ability to establish clear priorities and multi-task in a high-volume setting responsive to externally generated deadlines.
- Ability to work with minimum direction and guidance within a service-team environment.
- Exceptional ability to meet multiple deadlines in a fast-paced, academic environment.
- Excellent computer skills, particularly Microsoft Word and Excel, and experience using pre-award databases.
- Exceptional management expertise with NIH grants and other sponsored projects funding
- Strong skills in distilling complex compliance issues so that they are understandable to the lay audience.
- Analytical and problem-solving skills essential
- Effective verbal and written communication skills due to interaction with investigators, Department Heads, and regulatory agencies.
- Strong customer-service skills with ability to find and implement creative, compliant solutions to satisfy customer needs.