**Senior Grants Officer**

Whitehead Institute for Biomedical Research is a leading, nonprofit research and educational institution that has defined the cutting edge of biomedical science, creating a legacy of research excellence and academic eminence since 1982.​ Wholly independent in its governance, finances and research programs, Whitehead shares a teaching affiliation with Massachusetts Institute of Technology (MIT), offering the intellectual, collegial and scientific benefits of a leading research university.​ Whitehead’s Faculty Members and Fellows run pioneering programs in cancer research, immunology, developmental biology, stem cell research, regenerative medicine, genetics and genomics—programs with a record of success.​

Director David C.​ Page likens the Institute to an artists’ colony.​ “What we do here at Whitehead is attract the best possible intellectual capital and empower maximally creative—really wildly creative—individuals to realize their dreams within these walls”.​

**Overview**

Reporting to the Associate Director of the Office of Sponsored Programs (OSP), manages grants for both pre-award and post-award services, including, but not limited to review and Institutional sign-off on all proposals and grant related correspondence.​  Provide support and professional advice on day-to-day grants management.​  Serves as lead contact for providing assistance with pre- and post-award activities for Institute research grants, with emphasis on non-financial aspects of grants.​ Specializes in regulatory requirements of funding agencies, contract administration, transfers and changes, interactions with other institutions, and other related matters.​ Has primary responsibility for promoting funding opportunity awareness among Institute staff, and for maintaining currency with electronic research administration needs and spearheading Institute responses.​  Is responsible for communicating Institute policies and procedures to research support staff and Principal Investigators.​

**Characteristic Duties**

* Serves as a resource to faculty and staff for potential funding opportunities, questions on Whitehead policies related to grants policies, procedures, and administration
* Provides assistance to Whitehead scientists and laboratory administrators in all aspects of proposal preparation
* Officially signs and electronically submits grant and fellowship applications to external sponsors on behalf of the Institute
* Serves as liaison with external funding agency staff on grant-related administrative issues throughout the proposal submission and award acceptance processes.​  Reviews terms and conditions of awards for acceptability and compliance with applicable institutional policies and guidelines; negotiates terms with sponsors as needed
* Prepares award set-up checklists for data entry of award information into Lawson and COEUS
* Organizes and leads workshops and small group sessions to train laboratory staff in various aspects of research administration.​  Presents information and leads discussions at monthly Lab Administrator meetings
* Participates in new employee training initiatives for Lab Administrators and junior faculty
* Fosters close working relationships with Lab Administrators and personnel from central administrative offices
* Develops and implements written policies and procedures pertaining to the preparation and submission of proposals to external sponsors
* Oversees and manages the day-to-day and long-term strategic directions of the Office of Sponsored Programs’ COEUS database
* Works with IT technical staff to implement bug fixes, system enhancements, and modifications.​  Identifies and resolves technical and functional problems.​
* Responsible for the administration of the Director’s Fellowship Allowance program in conjunction with Director’s Office staff
* Actively participates in local and national professional organizations and user groups to keep abreast of new functional developments and technology
* Performs other duties as required

**Qualifications**

* Bachelor’s Degree in a related field required
* Minimum of five years of experience with federal grant policies and procedures, and working knowledge of federal regulatory environment, or equivalent combination of education and experience required
* Skilled in using desktop computers and word-processing and spreadsheet applications
* Knowledge of databases related to research, electronic research administration procedures, and web page design preferred
* Excellent verbal and written communication skills including stand-up training development and presentation
* Strong organization skills, especially as related to collection and communication of complex information
* Ability to work independently with minimal supervision
* Strong knowledge of COEUS or similar databases

Interested candidates should submit resume to:

[resumes@​wi.​mit.​edu](mailto:resumes@​wi.​mit.​edu)

OR

Human Resources

9 Cambridge Center

Cambridge, MA 02141