**Internal Job Title:**

Grants Manager

**Tracking Code:**

291290-561

**Job Location:**

Boston, Massachusetts, United States

**Please apply on our website:** [www.hphc.org](http://www.hphc.org)

**Job Description:** The Grants Manager will oversee the pre-award grant preparation and submission process as well as aspects of post-award administration as assigned in the Office of Sponsored Programs (OSP) at Harvard Pilgrim Health Care (HPHC). S/he will assume fiscal oversight for assigned programs sponsored by outside funding agencies. In addition, s/he will inform faculty regarding funding opportunities, requirements, and deadlines and interact with faculty and HPHC/HPHCI administrators on matters relating to research management. The Grants Manager reports to the Sr. Grants Manager.

**Essential Functions:**

* Reviews applications for internal and external funding for completeness and adherence to institutional and agency policy and procedures from an assigned portfolio of research investigators and/or programs.
* Makes recommendations to investigators regarding proposal modifications and arranges support for proposal development as needed   Follows HPHC policies regarding required reviews, sub-recipient monitoring, routing, etc. As needed, will negotiate contract and subcontract language.
* Manages post-award administration of assigned HPHC grants. This involves establishing accounts, monitoring expenditures, initiating and approving invoices and subcontract payments, initiating cost transfers, assisting in obtaining approval for re-budgeting or carry-forward of funds, and preparing required financial sections of progress reports for funding agencies with the Grants Accountant.
* Assists investigators or their representatives with administering awarded grants within the guidelines and policies established by HPHC and sponsoring agencies. This includes facilitating management of research issues (personnel, supplies, equipment) when issues cannot be resolved by individual researchers.
* Resolves problems as required in collaboration with HPHC/HPHCI administrators or managers.
* Establishes administrative relationships with other institutions in order to collaborate on grant proposals.
* Participates in development of policies and procedures governing grant-related activities.
* Collaborates with investigators to complete institutional and funding agency reports and surveys. Obtains approvals, both internal and external, in accordance with funding agency deadlines.
* Reviews and monitors policy and procedure adherence for purchase orders, travel requirements, payment requisitions, maintenance agreements, and contracts, where necessary.
* Interacts with the Director of Research Integrity and Compliance and HSC administrator regarding proper use of research resources.
* Attends professional meetings and trainings as required with the expectation of development to the level of Senior Grants Manager.
* Responds to initiatives for new programs and services and develops costs, staffing, space and time projections.

**Minimum Requirements:**

* Bachelor’s Degree or equivalent required.
* One year related experience in a Research Administration/grants management environment.
* Experience in a health care environment preferred.
* Good judgment, negotiation, and problem solving skills.
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* Strong knowledge of financial systems, grants administration, budget planning and monitoring. Knowledge of external funding agencies rules and regulations and appropriate OMB circulars. Excellent computer skills, including database management.
* Strong interpersonal and written communication skills. Ability to respond to a wide variety and volume of requests from numerous individual in a timely and professional manner.
* Familiarity with Oracle GMS is a plus.

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We are an equal opportunity employer.   *We evaluate qualified applicants without regard to race, color, religion, sex,* sexual orientation, gender identity, *national origin, disability, veteran status,* *or any other* *protected characteristic.*   The EEO is the Law poster is available [here](http://www1.eeoc.gov/employers/upload/eeoc_self_print_poster.pdf).