



Grants Management Associate Job Description

The Foundation for Food and Agriculture Research (FFAR), a 501(c)(3) non-profit organization, is focused on catalyzing innovation to solve pressing food and agriculture challenges that affect the lives of all people. FFAR seeks an exceptional Grants Management Associate to support our grants management function. This position helps to facilitate awarding competitive grants, ensuring the grants management process runs smoothly and performs a range of administrative duties, including operating an online grant management system.

This is a grants administration position reporting to the Director of Grants Management. Based in FFAR's Washington DC office, the Associate will work closely with all members of the Scientific Program as well as other colleagues in communications, research, finance, and other areas.

Key Responsibilities

The Associate will:

- Serve as the initial point of contact for inquiries from applicants, and grantees, including guiding them on using the grants management system to submit applications, reviews, and post-award reports online. Respond to routine inquiries via phone and e-mail. Direct applicants' inquiries to senior staff as appropriate.
- Provide administrative support for the grants program, including operating an online grants management system.
- Prepare grant award and declination letters and work with the Director of Grants Management and other senior staff to prepare agreements and process payments for awarded grants.
- Track deadlines across the grant cycle, including deadlines for submission of applications, reviews, and progress and financial reports, as well as payment due dates.
- Coordinate with the Communications Department to ensure accurate and timely announcement of grant information and deadlines.
- Research, compile, and summarize grants data, and prepare reports for senior staff. Create and update files and documents related to the grants program.

Requirements:

- A minimum of one year of relevant professional experience, including demonstrated analytical and writing skills.
- Bachelor's degree preferred.
- Excellent organizational skills and a demonstrated ability to do detailed work accurately.
- Ability to write cogently for internal audiences, applicants, awardees and the public.



- Ability to work with academia, nonprofits and other entities that conduct research —helping to ensure communication is clear and timely.
- Ability to work professionally and collegially within a creative, fast-paced culture that emphasizes excellence and teamwork.
- Demonstrated time-and project-management skills, including an ability to meet multiple deadlines by maintaining a high level of organization. Ability to set priorities and identify resources.
- Ability to work independently with limited supervision. Flexible and able to routinely juggle multiple competing priorities and work in teams of both support and senior staff to meet project goals.
- Strong computer skills, including proficiency in Microsoft Office and experience maintaining and manipulating data.

To Apply: Please send a resume, writing sample, and cover letter indicating your salary requirements to recruiting@foundationfar.org. Please specify Grants Management Associate in the subject line of your message.

We are an equal opportunity employer. Applicants are considered for positions without regard to veteran status, uniformed service member status, race, color, religion, sex, national origin, age, physical or mental disability, genetic information or any other category protected by applicable federal, state or local laws.