Position Title: Grants Management Associate

Job Description
The Foundation for Food and Agriculture Research (FFAR) is seeking Grants Management Associate to join its Grants Management Team. FFAR is a 501 (c) (3) non-profit organization focused on catalyzing innovation to solve pressing food and agriculture challenges that affect the lives of all Americans. Leveraging public and private resources, FFAR will increase the scientific and technological research, innovation, and partnerships critical to enhancing sustainable production of nutritious food for a growing global population.

The Grants Management Associate will be responsible for the day-to-day administrative responsibilities for the Grants Team. A successful candidate will be highly organized, attentive to details, able to make inferences and have good judgment. The Associate will have opportunities to learn about grants and innovative projects in the agriculture sector, as well as opportunities to gain promotion in the role and within the Grants Team.

Key Duties and Responsibilities (not exhaustive):

The Associate will:

- Serve as the initial point of contact for inquiries from applicants, reviewers, and awardees, and provide guidance in using a grants management system to submit applications, reviews, and post-award reports online. Respond to routine inquiries via e-mail and phone calls. Direct applicants’ inquiries to senior staff as appropriate.

- Provide administrative support for the grants program, which include 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.

- Research, compile, and summarize grants data, and prepare reports for senior staff. Create and update files and documents related to the grants program.

Required Competencies and Skills:

- 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, and ensuring clear and timely communication with these stakeholders.
• 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.

Education and Experience:
• A minimum of one year of relevant professional experience in grants management, preferably experience in a grant-making organization.
• Bachelor’s degree preferred.

Physical Requirements:
• Prolonged periods sitting at a desk and working on a computer.
• Must be able to lift up to 15 pounds at times.

Please send a resume and cover letter indicating your salary expectations to recruiting@foundationfar.org. Please specify Grants Management Associate in the subject line of your message.

FFAR is an equal opportunity employer. Applicants are considered for positions without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, veteran status, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intrafamily offense, and place of residence or business, or any other category protected by applicable federal, state or local laws. Applications are encouraged from individuals who may fall into any such groups, as well as from veterans and uniformed service members.

Job type: Full-time