Grants Administrator

The American Federation for Aging Research (AFAR), is a New York based nonprofit, 501(c)3 organization established in 1981 to support biomedical research on aging processes. AFAR is seeking a Grants Administrator to provide support to the Grants and Finance Departments.

Position Summary

The Grants Administrator is responsible for processing all grants and contracts – federal and non-federal - throughout their lifecycle from pre to post award and to ensure proper due diligence and compliance.

The Grants Administrator needs to ensure a streamlined workflow and communicate grant information to program and finance staff. The position requires someone who is comfortable in a dynamic environment with both analytical thinking and implementation of detail. The Grants Administrator reports to Grant Programs and Finance.

Responsibilities

- Maintain all grants and contracts. This will involve communicating with the organization’s grants and financial staff as well as our grantees.
- Support and maintain new and existing grants and contracts including all grant records, communication, and documentation. Ensure all multi-year agreements are entered and tracked appropriately.
- Process workflows from beginning to end for all types of grants and contracts, ensuring impeccable timeliness and accuracy of all relevant data fields in grants management database
- Generate new grant agreements as needed, or work with program staff to develop new agreements. Process reporting requirements, amendments, reallocations, extensions, and all necessary correspondence.
- Assure the accuracy and integrity of the grants database, entering data in a timely fashion and reviewing regularly.
- Develop and document grants and contracts policies, procedures, practices, and technologies.
- Communicate with grant recipients to obtain grant-related information
- Support, coordinate, and collaborate closely with other internal teams, including the Finance and Program teams.
- Work with Finance to manage the processing and tracking of Grants and Grant payments, coordinating efforts as needed with Program staff
- Ensure accuracy of financial reports from grant awardees
- Respond to general grants related questions received by phone/email on a timely basis

Minimum Requirements

- Bachelor’s degree in relevant field (such as business administration, accounting, grants management).
- 2+ years experience with grants and contracts management in a non-profit or academic setting.
- Experience with federal (NIH) grants a plus.
- Capacity to handle multiple activities concurrently and effectively prioritize tasks and responsibilities.
- Located in commuting distance of the organization’s headquarters in New York City

Competitive salary and excellent benefits.

To apply, email resume and cover letter as PDF or Word attachments to info@afar.org. No phone calls please.

AFAR’s administrative offices are based in Manhattan. We anticipate a mix of remote and on-site work in 2021.

AFAR is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.