



Part-time Grants Manager

Organization:

Founded in 1969, The Hastings Center is the oldest independent, interdisciplinary research institute of its kind in the world. The Hastings Center addresses social and ethical issues in health care, science, and technology. Through our projects and publications, The Hastings Center shapes ideas that influence key opinion leaders, including health policymakers, regulators, health care professionals, lawyers, legislators, and judges. We are headquartered on a beautiful Hudson River campus in Garrison, New York, fifty miles north of New York City.

Position Summary

The Grants Manager will manage The Hastings Center's grants from submission (pre-award) thru completion (post-award), ensuring compliance to funders terms and conditions. The successful candidate will have experience in grant preparation, submission, management, and reporting processes for both federally funded and foundation awards. They will work effectively across multiple teams and have a strong connection to the accounting and finance department to ensure the proper management of grant expenses, budgeting, reporting and compliance. This position will report jointly to the Chief Operating/Financial Officer and the Research Director.

This part-time position will be modeled on a set part-time percentage (20%-30%) or an as-needed, consulting situation, depending on the candidate, with occasional evening or weekend hours if necessary to meet grant deadlines. Possibility of increasing percent effort based on grant activity.

Responsibilities include:

Work with Principal Investigators (PI) from planning and preparation of proposal submissions through to project set-up, completion, and final reporting.

Responsible for developing budgets and budget justifications with PIs that reflect The Hastings Center's priorities and adhere to the funding agency's specific guidelines, rules, and regulations. Work closely with the CFO to ensure budgets are established consistently, and fairly reflect the work the project will entail.

Maintain, follow, and periodically review proper grants management procedures; including but not limited to due diligence procedures, grant reporting, award letters, grant agreements, and all federal compliance requirements. Work collaboratively with supervisors to ensure policies and practices are kept current and compliant within funding and audit guidelines.

Prepare sub-award, sub-contract, and vendor agreements according to The Hastings Center's procurement policy. Recommend policy updates when required to remain compliant with OMB's Uniform Guidance.

Oversee and ensure all multi-year grants are entered and tracked appropriately, work with PIs to budget and forecast spending/earnings estimates over time. Oversee grant reporting.

Monitor compliance with IRS regulations and any pertinent foundation compliance requirements in collaboration with supervisors.

Core Competencies and Qualifications (Required) • Bachelor's degree in a relevant field • Substantial experience with life-cycle grants management from proposal submission through project completion, including budget preparation, management and reporting. Human subjects' compliance and reporting, expense compliance and reporting, with grants management- or compliance-related certification preferred • Mathematical literacy and mastery of basic accounting concepts also preferred • Strong software competencies (Microsoft office). • Strong project management skills and ability to follow and encourage others to adhere to project timelines • High level of demonstrated accuracy • Exceptionally motivated, organized and detail-oriented; team player with a willingness to help where required • Ability to work both under supervision and independently under typical grant deadline scenarios • Excellent written and verbal communication skills • Professionalism and discretion.

Other information and to apply:

Salary and benefits to be determined based on how this part-time position is modeled (consulting/as needed basis or set part-time hours). The Hastings Center is an equal-opportunity employer, committed to building a diverse staff and creating an inclusive environment for all employees.

We are currently working under hybrid work arrangement with two days in the office and others remote, subject to change. The geographic ability to join colleagues in the office periodically is a plus.

Please send a resume and cover letter with salary requirements to:

jobs@thehastingscenter.org