

Manager of Grants and Project Support

Organization

Founded in 1969, The Hastings Center for Bioethics 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, we shape 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 near the Metro-North Railroad's Hudson Line.

Position Summary

Reporting to the Chief Strategy Officer, the Manager of Grants and Project Support will manage and help advance The Hastings Center for Bioethics' externally funded (public and private) grant projects and other research and public engagement projects funded through internal named funds and similar philanthropic donations. Activities include assisting with developing budgets and grant applications for proposed projects; submitting grant applications to potential funders; and managing post-award budget and reporting requirements, ensuring compliance to funder terms and conditions. The Manager will also track and manage internal applications by our research scholars to internal funds established through philanthropic support, monitor and facilitate the progress of internally funded work against project goals, and resource and assist with stewardship reporting to key organizational donors.

The Manager will bring knowledge and experience in all aspects of research administration, including grant and budget preparation, submission, management, and reporting processes for both federally funded and foundation awards. They will possess the project management and communication skills required to work effectively across multiple teams, including the research department and individual research scholars therein, the accounting and finance department, the Advancement team, and external collaborators.

We envision this position and the associated workload as a full-time role; however, we encourage qualified applicants seeking part-time work to apply so long as they are able to dedicate at least 60% effort to the job, with evening or weekend hours as necessary to meet grant submission or other research-related deadlines.

Responsibilities

- Work with Hastings' research scholars, the President & CEO, other Hastings officers, and external partners to identify potential organizational funding opportunities; package and submit proposals via appropriate e-submission portals; and, for funded proposals, follow effective practices for project set-up (including projects on which Hastings is a subawardee or a lead grantee working with subawardees), interim reporting, award modifications, no-cost extensions, closeout processes, and final reporting.
- Assist research scholars and other project directors in developing budgets and budget justifications that adhere to funding agencies' specific funding requirements, guidelines, rules, and regulations. Work with the CFO to ensure budgets are consistent, fair, and reflect the scope of work the project will entail.

- Enhance and coordinate the internal approval process prior to proposal submission.
- Maintain, monitor, and periodically review grant-management procedures—with assistance from colleagues as needed—including due diligence, grant reporting, award letters, grant agreements, and federal compliance requirements. Work with supervisor to keep policies and practices current and aligned with funder and audit requirements.
- Prepare subaward, subcontract, and research-related vendor agreements to ensure alignment with the Center’s procurement policy and relevant regulatory requirements. Recommend policy updates, when required, to comply with OMB’s Uniform Guidance.
- Ensure multi-year grants are tracked appropriately, collaborating with PIs to budget and forecast spending/earnings estimates over time and coordinate grant reporting.
- Monitor compliance with IRS regulations and any pertinent foundation compliance requirements in collaboration with supervisor.
- Prepare periodic summary reports on research activity (funded through external grants and internal resources), deadlines, program outcomes, and renewal needs for leadership and for use in updating the board of directors.
- Track and manage internal applications to internal funding sources established through philanthropic support, monitor the progress of internally funded work against project goals, and assist with stewardship reporting to leadership donors.
- Develop, refine, maintain, and manage documents, databases, tracking systems, and other documents relating to Center research and engagement projects, including a master project tracking system and calendar covering effective dates, deliverables, renewal and expiration dates, required approvals, certifications, signatures, and insurance documentation and an evolving list of funding opportunities
- Assist with additional research administration compliance matters or project management tasks as requested by individual research scholars or research directors.

Desired Competencies and Qualifications

- Bachelor’s degree, with research administration-, compliance-, or project management-related certification preferred
- 5+ years of experience with life-cycle research administration from proposal submission through project completion (i.e., budget preparation, management, projections, and reporting; assisting researchers with human subjects’ compliance and reporting efforts, as needed; and working with the finance team on expense compliance and reporting)
- Experience with Grants.gov, relevant federal grant preparation and monitoring portals, and other frequently used research administration web sites
- Experience working with federal funders such as the NIH, NSF, and NEH; private foundation funders in the humanities and social sciences, PCORI, or similar funders
- Mathematical literacy (particularly as it pertains to budget creation and monitoring) required, with mastery of basic accounting concepts preferred

- Strong software competencies (Microsoft Office required, including strong skills in Excel; Zoom and project management software experience preferred) and demonstrated experience as a tech-savvy learner capable of mastering new digital tools rapidly
- Demonstrated project management skills
- High degree of intellectual curiosity, creativity, and willingness to independently learn new skills
- Ability to work both under supervision and independently under typical grant deadline scenarios
- Capacity to complete detailed tasks with high accuracy while also understanding high-level strategic context
- Exceptionally motivated, organized, and detail-oriented; team player with a willingness to help when and where required
- Excellent written and verbal communication skills
- Professionalism and discretion in working with confidential data
- Interest in ethical issues in health, science, and technology and advancing the mission, vision, and values of The Hastings Center

Other information and how to apply

The target hiring range for this full-time position is \$70,000 to \$85,000, commensurate with experience. Employees working at least 60% time and effort are eligible for the Center's benefit package, including health insurance, significant paid time off, and a 403(b) plan through TIAA with a generous employer contribution option. The Hastings Center for Bioethics is an equal-opportunity employer, committed to building a diverse staff and creating an inclusive environment for all employees.

We are currently working under a hybrid work arrangement with two days in the office (Tuesdays and Wednesdays) and others remote, subject to change. New employees are expected to spend an additional day in the office for the first several months to facilitate effective onboarding and orientation.

Please send cover letter with salary expectations and a résumé to jobs@thehastingscenter.org. Applications received by October 31, 2026, will receive full consideration.